REG I B:
1958

REG 18:
1938

FLORIDA DOCUMENT

RECEIVED
F.T.U. LIBRARY

AUG 13 1971

Documents

TABLE OF CONTENTS

	Pages
Membership of Boards	4
Enrollments	6
Housing Facilities	7
Buildings and Permanent Improvements during Biennium	12
Number of Graduates	17
Funds used for Other Purposes	19
Report of Board's Secretary 1936-1937	21
Summary of Receipts, Disbursements and Balances 1936-1937:	
University of Florida	28
Agricultural Experiment Station	29
Agricultural Extension Service	30
Florida State College for Women	31
Florida School for the Deaf and the Blind	31
Florida A. & M. College for Negroes	32
Report of Board's Secretary 1937-1938	34
Summary of Receipts, Disbursements and Balances 1937-1938:	
University of Florida	42
Agricultural Experiment Station	42
Agricultural Extension Service	43
Florida State College for Women	44
Florida School for the Deaf and the Blind	45
Florida A. & M. College for Negroes	45
Budgets Recommended by Board of Control—1939-1941:	
(a) Expenses Board of Control	47
(b) University of Florida	49
(c) Agricultural Experiment Station	108
(d) Agricultural Extension Service	116
(e) Florida State College for Women	125
(f) Florida School for the Deaf and the Blind	159
(g) Florida A. & M. College for Negroes	169

BIENNIAL REPORTS OF INSTITUTIONS, 1936-1938:

(a) University of Florida.
(b) Agricultural Experiment Station.
(c) Agricultural Extension Service.
(d) Florida State College for Women.
(e) Florida School for the Deaf and the Blind.
(f) Florida A. & M. College for Negroes.

LETTER OF TRANSMITTAL.

Miami, Florida,
November 10, 1938.

To His Excellency, Fred P. Cone,

Governor of Florida,

Sir:

In compliance with the provisions of Chapter 5384, Laws of Florida of 1905, there is submitted herewith the Biennial Report of the Board of Control, for the period beginning July 1, 1936, and ending June 30, 1938, for transmittal by you to the Legislature.

Respectfully submitted,
BOARD OF CONTROL,
STATE OF FLORIDA,
By R. P. Terry, *Chairman.*

STATE BOARD OF CONTROL

INSTITUTIONS OF HIGHER LEARNING

R. P. Terrell, Chairman ..... Miami
Thos. W. Bryant ..... Lakeland
Henry P. Adams ..... Jacksonville
W. M. Palmer ..... Ocala
Chas. P. Helfenstein ..... Live Oak
J. T. Diamond, Secretary ..... Tallahassee

STATE BOARD OF EDUCATION

Fred P. Cone, Chairman ..... Governor
R. A. Gray ..... Secretary of State
W. V. Knott ..... Treasurer
Gen. Cocker Green ..... Attorney General
Colon Davidson, Secretary ..... State Superintendent of Public Instruction

Report of Chairman of Board

We submit herewith the reports for the biennium ending June 30, 1938, of the educational institutions under this Board's management, namely:

The University of Florida, including the Agricultural Experiment Station, Agricultural Extension Service and Radio Station at Gainesville.

The Florida State College for Women, at Tallahassee.

The Florida School for the Deaf and Blind, at Saint Augustine.

The Florida Agricultural and Mechanical College for Negroes, at Tallahassee.

Included herewith is a statement of the enrollment of the several institutions from the 1905-06 term to November in the 1938-39 term. The number enrolled in November, 1938, is by no means equal to the total expected enrollment for the 1938-39 term just begun at the time of the making of this report. The enrollments of the Demonstration Schools of the three institutions of higher learning and of the General Extension Division are also given for the past two bienniums. Several graphs are attached to show the increase in enrollments and other points of interest.

ENROLLMENT
IN REGULAR COLLEGE WORK

	Regular Session				Summer Session			
	U.F.	F.A.C.W.	D. & B.	A. & M.	U.F.	F.A.C.W.	D. & B.	A. & M.
1905-06	136	204	86	280	.....	.....	.....	.....
1906-07	102	220	90	294	.....	.....	.....	.....
1907-08	103	240	97	307	.....	.....	.....	.....
1908-09	103	257	90	289	.....	.....	.....	.....
1909-10	186	273	106	271	.....	.....	.....	.....
1910-11	241	280	103	334	.....	.....	.....	.....
1911-12	302	315	111	361	.....	.....	.....	.....
1912-13	321	413	119	379	.....	.....	.....	.....
1913-14	354	417	135	433	.....	.....	.....	.....
1914-15	385	473	137	423	.....	.....	.....	.....
1915-16	436	551	146	354	.....	.....	.....	.....
1916-17	620	629	150	336	.....	.....	.....	.....
1917-18	418	633	157	316	.....	.....	.....	.....
1918-19	372	776	171	312	.....	.....	.....	.....
1919-20	672	717	196	339	.....	.....	.....	.....
1920-21	835	731	191	316	743	423	.....	248
1921-22	1018	784	206	339	783	539	.....	187
1922-23	1118	731	224	339	895	512	.....	225
1923-24	1347	964	231	361	1028	585	.....	182
1924-25	1481	1218	252	304	928	528	.....	200
1925-26	1857	1397	290	434	987	529	.....	250
1926-27	1969	1361	293	510	1289	692	.....	323
1927-28	2168	1434	300	434	1686	796	.....	363
1928-29	2142	1503	300	357	1613	766	.....	358
1929-30	2233	1728	315	362	1480	876	.....	498
1930-31	2435	1695	313	525	1520	913	.....	715
1931-32	2486	1743	306	524	1699	955	.....	1026
1932-33	2628	1794	325	574	1086	572	.....	847
1933-34	2371	1561	339	607	1310	712	.....	1027
1934-35	2848	1620	339	797	1602	873	.....	1015
1935-36	2983	1741	350	826	1706	828	.....	1035
1936-37	3069	1823	347	819	2136	942	.....	867
1937-38	3278	1850	344	822	2631	872	.....	724
1938-Nov. 1	3310	1816	337	766	.....	.....	.....	.....

DEMONSTRATION SCHOOLS

1934-35	448	423	.....	222	51	212	.....	148
1935-36	487	373	.....	200	49	202	.....	160
1936-37	469	713	.....	316	102	259	.....	341
1937-38	451	351	.....	276	114	253	.....	241
1938-Nov. 1	459	358	.....	239	.....	.....	.....	.....

GENERAL EXTENSION DIVISION

1934-35	6269	.....	.....	482	.....	.....	.....	.....
1935-36	5080	.....	.....	425	.....	.....	.....	.....
1936-37	8418	.....	.....	693	.....	.....	.....	.....
1937-38	8003	.....	.....	733	.....	.....	.....	.....
1938-Nov. 1	7287	.....	.....	557	.....	.....	.....	.....

The preceding statement shows a steady growth in the enrollment of the several Institutions yet it falls far short of indicating the service these Institutions could render to the State; the fact is that every legitimate means has been employed to keep the enrollments as low as possible because of the lack of housing facilities, insufficient instructional personnel and lack of library, laboratory and class-room equipment. Had these Institutions had the funds to take care of natural growth over the past ten years, doubtless they would have reached double their present enrollments, which indicates that many of Florida's youths are forced to go to other states for educational advantages.

DOCKING FACILITIES

University of Florida

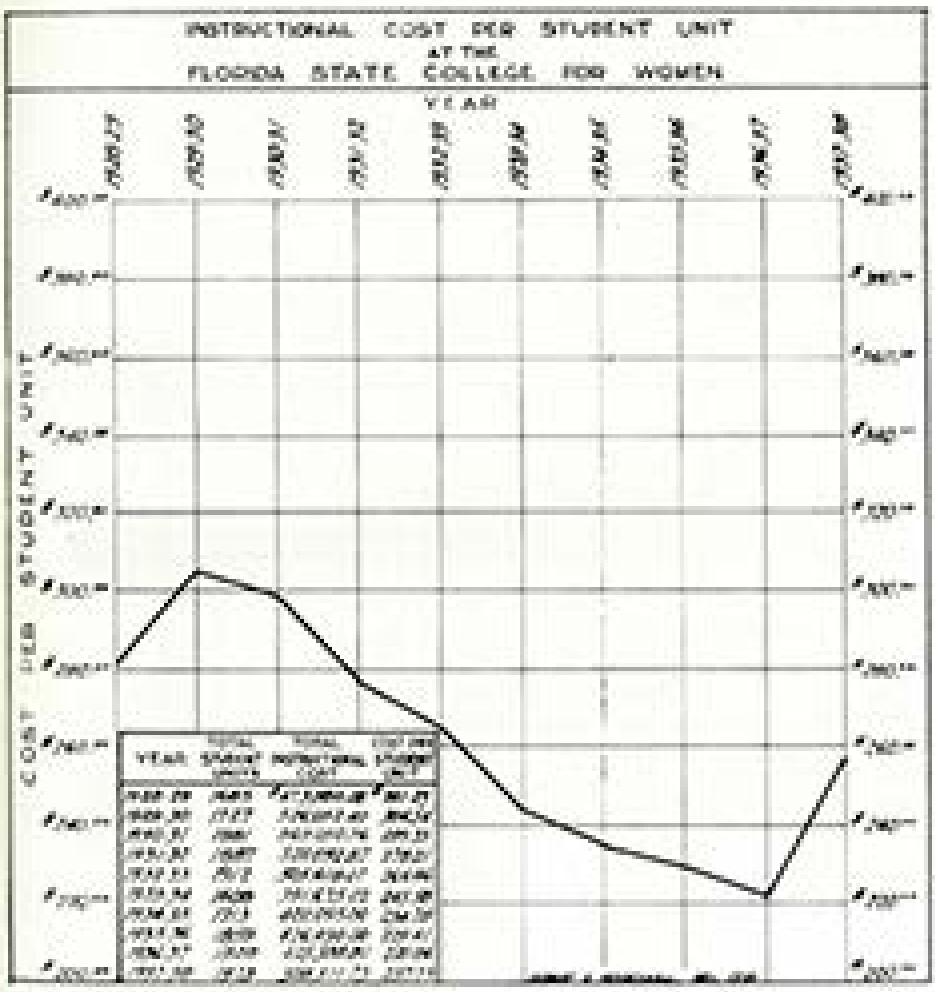
At the University of Florida the housing problem will be aided by three dormitories expected to be ready for occupancy at the beginning of the 1939-40 term. Even with these new dormitories only 35% of the students of the University will be housed on the campus. The Freshmen class alone by the 1940 term, according to estimates, will be 1,000 or more students. Those not housed in dormitories will be housed in fraternity houses and private homes. Some of the latter are unsatisfactory for various reasons but until better facilities are available, they must be utilized.

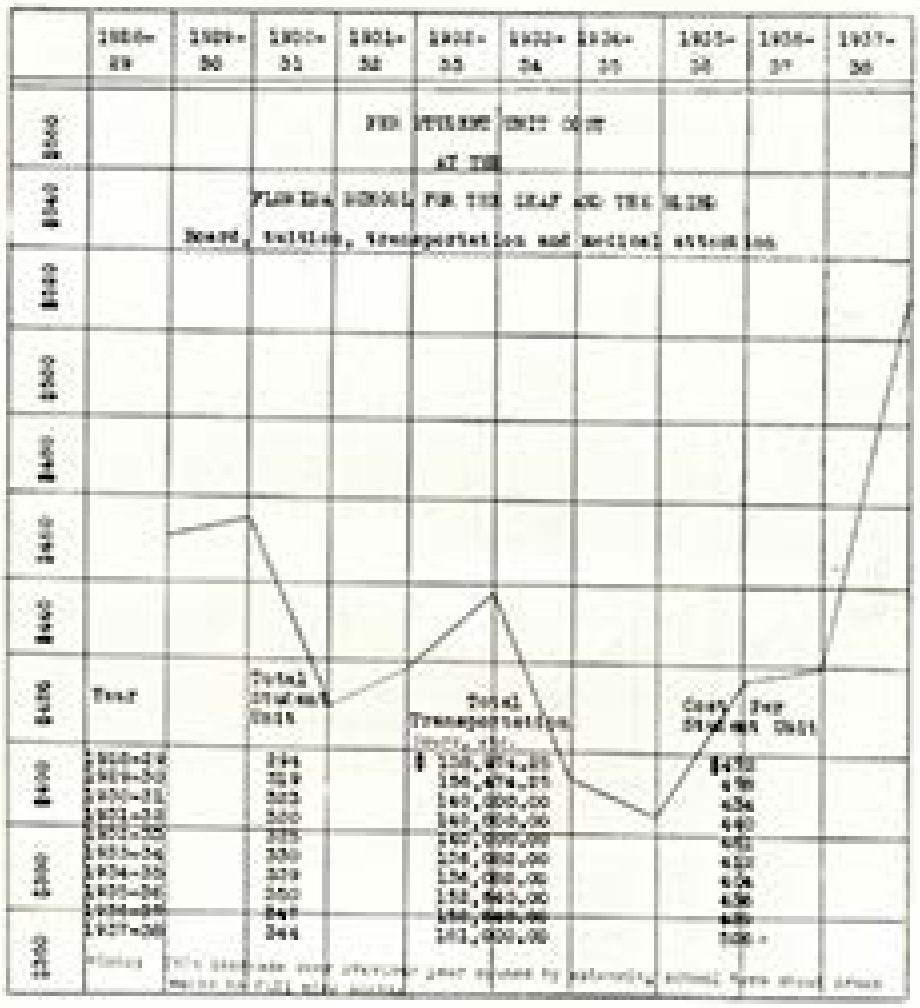
Florida State College for Women

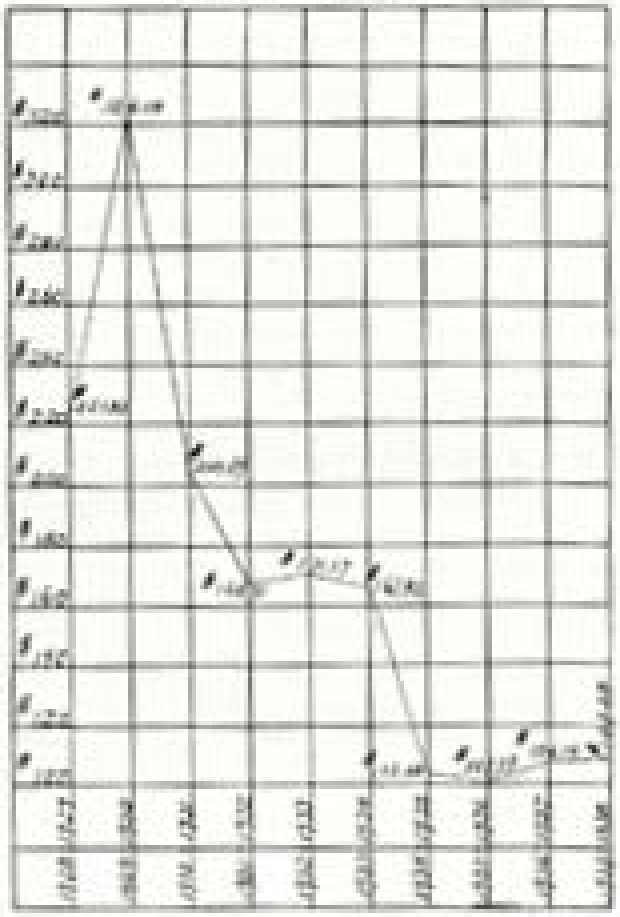
At the Florida State College for Women at present 60% or 1,301 students are housed in dormitories. A new dormitory will be ready for occupancy when the College opens in the fall of 1939 that will accommodate 350 additional students. At present 12% or 218 students are living in supervised sorority houses; 18.5% or 333 students are living in approved private homes; and 9.1% or 165 students are living at home in or near Tallahassee. All available rooms in private homes which are close enough to the College, and are otherwise suitable, have been absorbed so that several hundred students seeking entrance in 1939-40 as in 1938-39 must be denied admission. The housing situation at this Institution for several years has been a much more serious problem than it is at the University of Florida because the girls must necessarily live near the campus while at the University many of the boys live from two to three miles from the Institution. The growth of the College is determined by the dormitory space provided.

Florida School for the Deaf and the Blind

The enrollment at the Florida School for the Deaf and the Blind has reached the point where few additional students can be admitted although there are many not in attendance for whom training at this Institution


INSTRUCTIONAL COST PER STUDENT UNIT
AT THE
FLORIDA STATE COLLEGE FOR WOMEN
YEAR
COST PER STUDENT UNIT


1928-29
1929-30
1930-31
1931-32
1932-33
1933-34
1934-35
1935-36
1936-37
1937-38
$500
$450
$400
$350
$300
$250
Year
Total Revenue Unit
Total Transportation Units
Cost Per Revenue Unit
$ 158,874.35
158,874.35
160,000.00
160,000.00
160,000.00
158,000.00
158,000.00
158,000.00
158,000.00
161,000.00
$450
456
434
440
440
433
434
436
436
436



is desirable not only from the standpoint of the individual but from the standpoint of the ultimate economic advantage of the state.

Practically no additional facilities have been provided during the biennium at this Institution. No Federal funds could be secured for this Institution because it has no income to be pledged to secure PWA loans and the Institution had no money available to supply any sponsor's contribution for WPA projects.

Both white and colored children are accommodated in this Institution. It is very necessary that new buildings be erected on the School's farm three miles from Saint Augustine so that the colored children can be housed and schooled on a separate campus. Both groups are now and have been since the school was established on the same school campus located in the heart of the city of Saint Augustine. A recommendation is made later in this report for the segregation of the two races.

Florida A. & M. College for Negroes

Two new dormitories erected with funds secured from the Federal Emergency Administration of Public Works have been recently completed at this Institution. Even with these facilities many students at the College are housed in poorly equipped, relatively unsafe structures. The enrollment has been curtailed because of the lack of sufficient housing and other facilities.

The Florida A. & M. College has been doing excellent work and enjoys a high standing among Institutions of its kind. However, it will have difficulty in maintaining its present standing in the immediate future unless it can enjoy more liberal support.

We deem it unnecessary to discuss the housing situation any further. We are simply calling your attention to this very serious situation and urging that you read the printed reports of the President of each Institution.

In the above few paragraphs we have mentioned the serious situation in connection with the dormitory situation at each of the four Institutions. No less urgent is the matter of increased instructional facilities and personnel. The plants at each of the Institutions should be enlarged, additional teachers added to the faculties and in some instances salaries increased so as to bring the pay in our Institutions on a par with similar Institutions in other states. The research facilities in our Institutions are very limited. They should be increased and the Institutions encouraged to do research work that will help develop the natural resources of our state.

We give below a list of the buildings and permanent improvements acquired at the Institutions during the biennium covered in this report:

UNIVERSITY OF FLORIDA

1. Dairy Products Laboratory Building, constructed at a cost of $56,250.00, $31,114.00 of which was paid from Sales Funds of the Agricultural Experiment Station and $24,136.00 from PWA funds.

2. The Fourth Floor of Horticultural Building has been completed at a cost of $10,944.72 from funds appropriated for this School. It is now being used for housing the School of Forestry.

3. A Hydraulic Laboratory constructed at a cost of $79,388.00 of which $24,039.00 was paid from University funds and $55,349.80 from WPA funds.

4. An Auditorium completed in the Chemistry Building at a cost of $46,550.68 of which $9,000.00 was paid from University funds and $36,910.68 from WPA funds.

5. Ticket Booth, Press Box and other improvements at the Stadium at a cost of $34,496.00 of which the University paid $7,423.00 and WPA funds $27,073.00.

6. A Stadium Lighting project has been constructed at a cost of $29,707.00. $17,837.00 of this was paid from WPA funds and $11,870.00 from gifts and University funds.

7. New Barns constructed at Agricultural Experiment Station at a cost of $46,880.00 of which $34,105.00 was paid from WPA funds and $12,775.00 from University funds.

8. One section of Thomas Hall has been rebuilt at a cost of $15,000.00 paid from Dormitory Funds.

9. Improvements have been made to Florida Union Building at a cost of $6,000.00 paid from University funds.

10. The Board has acquired 2,083 acres of land for use of teaching and research work by the School of Forestry.

Contracts were awarded in October, 1938, for the erection of three dormitories at the University, as follows:

Name of Dormitory	Amt. Paid from PWA Grant	Amt. Paid from PWA Loan	Total Cost of Project
North Dormitory.....	$ 149,727.00	$ 183,000.00	$ 332,727.00
Central Dormitory.....	80,182.00	98,000.00	178,182.00
South Dormitory.....	144,000.00	176,000.00	320,000.00

The loans received to aid in the construction of the above buildings will be serviced from room rents received from students occupying the buildings.

No state funds can be used for the construction of these buildings or for the purchase of furniture and equipment.

Florida State College for Women

During the biennium ending June 30, 1938 the dormitories received extensive renovations, the three major improvements being—

Re-wiring as required by Underwriters Association to relieve fire hazards.

Laying of linoleum to cover badly worn wooden floors.

Inside telephone system installed connecting all floors of each dormitory with the main office.

The arcade to the main entrance to the Dining Hall was enclosed, and linoleum laid on the floor of the large main room.

An additional boiler and water softener were added to the Heating Plant to relieve a badly over-loaded condition. The cost was approximately $30,000.00 paid from Operating Expenses.

A WPA project has just been started for improving the grounds of the College farm and the College Recreation Camp, at Lake Bradford, and for re-laying water and heating mains on the campus. The WPA is to furnish $13,000.00 and the College $3,200.00 from the current funds for the operation of each of the three divisions.

Work has just been started on a Student Alumnae Building to be financed jointly by the WPA and the College. The WPA contribution is to be $50,000.00 and the College contribution $65,675.00 to be paid from Student Activity fees.

Contracts were awarded in October, 1938, for the erection of three buildings at the College as follows as WPA Dockets:

Name of Building	Amt. Paid from PWA Grant	Amt. Paid from PWA Loan	Total Cost of Project
Dormitory No. 6.....	$ 211,909.00	$ 259,000.00	$ 470,909.00
A New Infirmary.....	49,295.00	58,000.00	107,295.00
A New Dining Hall....	118,636.00	145,000.00	263,636.00

The loans to aid in financing these buildings will be serviced from room rents and fees paid by students using the buildings.

No State funds can be used for the construction of these buildings or for the purchase of furniture and equipment.

Florida School for the Deaf and the Blind

No Legislative appropriations were made for major improvements at this Institution during the biennium. Therefore, very little building or permanent improvements have been made during the biennium. A few minor improvements have been made, as follows—

New fences were constructed, all farm buildings repainted, a new silo erected and a new road built from the Jacksonville highway to the farm buildings. This road is now ready for hard-surfacing. We hope to have this done in the near future.

At the School plant the small Armory Building has been completely remodelled, new lighting fixtures installed in class rooms, new bath rooms built in Wartmann Cottage, a new roof placed on the Industrial Work Shop for the Colored Department and new electrical refrigeration installed for the use of the Boarding Department.

Florida A. & M. College for Negroes

Three frame buildings 20' x 80' have been moved from Camp Roosevelt by the National Youth Administration and erected on the campus to be used as living rooms for students receiving training in various lines of work. At present twenty-seven girls living in two of these buildings are receiving training in Domestic Science and Home Management. Eighteen boys living in one of these buildings are receiving training as helpers in the various trades and industries. The people taking this work are not regular College students. The work is designed to help young people and adults by giving them training in the work that they are already doing thus making them more proficient in their chosen lines of work.

Two Dormitories have recently been completed at this Institution, as PWA projects:

Name of Building	Amt. Paid on PWA Grant	Amt. Paid from PWA Loan	Total Cost of Project
Women's Dormitory....	$ 89,181.00	$ 109,000.00	$ 198,181.00
Men's Dormitory.....	76,000.00	93,000.00	169,000.00

The loans to aid in financing these buildings will be serviced from room rents and fees paid by students using the buildings.

No State funds can be used for the construction of these buildings or for the purchase of furniture and equipment.

A Special Item for Remarks.

The Board wishes to call particular attention to the following item in the budget for the Florida School for the Deaf and the Blind under "Permanent Improvements":

Complete new plant for the Colored Department at the School's farm, Casa Cola, three miles North of Saint Augustine on the Jacksonville Highway $300,000.00

If funds can be provided for this new plant, briefly stated, it will mean the following improvements at the School:

1. It will relieve the over-crowded condition,—

   (a) by moving the negro children to a new location,

   (b) after renovating the buildings now occupied by the negro children, the Department for the white blind children will be moved to the buildings vacated by the Colored Department.

2. It will separate the two races,—an accomplishment that has been very desirable for both races since the enrollment in the School has been large enough to increase the problems arising when the two races are kept on the same campus.

3. The Colored Department will be near the School's farm operations where it will be much easier and more economical to give the deaf pupils valuable training in gardening, dairying and poultry production,—thereby making many of them self-supporting who otherwise might become objects of charity.

4. The white children in the Blind Department will occupy buildings that can be arranged entirely for their convenience thereby making it possible to improve the training given to this unfortunate class.

5. Under the above arrangements the training provided by the State for the unfortunate children of both races will have the advantage of being in separate schools although operated as one Institution making it possible to provide highly trained supervision at economical cost.

THE FOLLOWING TABULATION SHOWS THE NUMBER OF GRADUATES AT EACH OF THE INSTITUTIONS DURING THE PAST BIENNIUM

	Honorary Degrees	Ph.D. Degrees	Master's Degrees	Professional Degrees	Bachelor Degrees	Two Year Certificates	High School Diplomas	Nurse Training Diplomas
University of Florida								
1936-37	1	5	34	1	458	455	43	.....
1937-38	0	6	77	0	523	432	42	.....
Florida State College for Women								
1936-37	.....	.....	3	.....	298	154	21	.....
1937-38	.....	.....	10	.....	337	152	29	.....
Florida School for the Deaf and the Blind								
1936-37	.....	.....	.....	.....	.....	.....	4	.....
1937-38	.....	.....	.....	.....	.....	.....	12	.....
Florida Agricultural and Mechanical College for Negroes								
1936-37	.....	.....	.....	.....	122	72	53	1
1937-38	.....	.....	.....	.....	128	46	26	

Agricultural Experiment Station

Nearly two hundred major agricultural problems have been studied by the Experiment Station and its branches during this biennium. By means of WRUF and other radio stations a daily weather forecast service has been made available for the peninsula section of our State. Reports from truck and citrus growers indicate a wide appreciation of this service.

A few of the outstanding accomplishments of the Station during this biennium, briefly stated, are as follows:

Leaf symptoms of manganese deficiencies in citrus have been identified resulting in a reliable guide in determining the need of application of manganese.

A "frenching" of foliage of tung trees has been corrected by soil or foliage spray applications of manganese sulphate, as has also a common and wide spread chlorosis of several woody ornamental plants.

Seeds of the Station-originated Leesburg watermelon have been made available in quantities this year for the first time, and over five hundred acres of this new melon have been planted in Florida.

All tobacco seed beds in Florida in which the primary infections of downy mildew occurred were found to have been used for tobacco seed beds the previous year. This indicated the possibility of avoidance of early infections by using only new lands for seed beds. Cooperative experiments conducted with farmers has shown that blue mold, "downy mildew," can be controlled in tobacco plant beds with a red copper oxide, "lethane," cottonseed oil spray at a cost of $2.00 for materials per one hundred square yards per season.

Previous heavy potato losses caused by a new bacterial wilt and soft rot were almost entirely eliminated this season through the identification of this disease by Florida pathologist in Maine potato plantings, "the seed source," and the consequent result of certification of affected fields for seed purposes.

A speckled condition on mature oranges heretofore confused with melanose has been determined to be rust mite injury occurring when the fruit was quite small. Adjusted spray programs based on this finding have eliminated this blemish.

Corn breeding has resulted in two types, white and yellow, of high yielding weevil resistant varieties. Seed will be released for planting the coming season. Work with corn hybrids indicates that it is possible to increase the yield of corn from fifteen to thirty per cent and the corn produced be considerably more resistant to weevils than the varities now being grown.

Under Florida conditions, outstanding differences ranging from twenty-five to one hundred per cent have been found in the growth of spring-farrowed over fall-farrowed pigs.

Agricultural Extension Service

The Agricultural Extension Service continued to serve rural families —men, women and children—through demonstration programs and agricultural adjustment work. County agents have been employed in 60 counties, home agents in 38, with still other counties planning to request the work. County, state and federal governments cooperate in financing and directing the activities of the agents.

By direction of the United States Department of Agriculture, the Extension Service has conducted agricultural adjustment programs aimed at improving economic conditions among farm families through keeping production in line with demand. Thirty-eight thousand Florida farmers are enrolled in the adjustment programs, and are receiving payments from the federal government for following soil improvement practices. Assistance has been rendered in setting up marketing agreements for principal crops.

Information has been carried to farm families through bulletins and circulars, news and farm paper articles, posters, radio talks, circular letters, meetings, demonstrations and individual contacts. Outlook reports have been issued to guide farm families in their operations.

A new, permanent 4-H club camp was erected at Cherry Lake, making three of these camps now available, with facilities sufficient to care for 3,000 campers (one week each) during the summer. Boys and girls of the 4-H clubs use these camps most of the season, but institutes for men and women are held there also.

Cooperation was extended a number of other organizations working with farm families.

Many of the present building needs of the several institutions managed by the Board were recognized by the Legislature as far back as 1927, and appropriations made therefor in that and subsequent legislative years. Diminishing revenues, however, made it necessary to divert from these appropriations a considerable sum. Appropriated but unrealized funds amount to the following:

University of Florida	$381,000.58
Florida State College for Women	190,259.86
Florida School for the Deaf and the Blind	111,206.20
Florida A. & M. College	146,204.79
Total	$829,702.43

From the above it may be seen that the needs of the institutions have been accumulating over a period of years while many of the existing buildings have become more or less obsolete or have fallen into a state of disrepair.

Just as it has been necessary to do without many sorely needed material additions, so has it been necessary to curtail salaries; thus the State's capital investment per student unit is perhaps the lowest among similar institutions; and operating expense, because of very low salary scales and excessive teaching loads, is less than at any institutions of their rank and kind. In fact, regardless of rank and quality of work there are only two or three institutions showing a lower operating cost per student unit, and these offer such restricted curricula, less opportunities for professional study, and do work on a lower level.

The budgets recommended by the Board are printed with this report. They are not generous; they do not contain all that the institutions could profitably and economically use; but they include those things without which the work of the institutions will suffer. The Board realizes the condition of the State and its Treasury and has sternly ruled out every-

thing which is merely useful and desirable. The bare necessities remain. These we deem it our duty to report to the authorities whose duty it is to pass upon them, with the hope that they, as we do, will regard the items requested as profitable investments.

Included in this volume and made parts of the Board's report are reports of the heads of each of the institutions, the various Deans and heads of departments, Business Managers, and the report of the Board's Secretary and Auditor.

It is hoped that these reports will receive the careful study of the members of the executive and legislative branches and private citizens as well.

We believe that the work of the institutions included is of a grade and character not surpassed anywhere, capital investment and operating costs considered. That such results could have been secured is attributable to the fine loyalty of the faculties and the high spirit and natural talents of the student bodies.

These institutions are perhaps now at the turning point. With the support of the people of Florida, their progress and accomplishments will exceed expectations; without support or with niggardly encouragement, they will slip into niches among the mediocre from which they cannot thereafter be lifted, unless at great cost and sacrifice.

We suggest that the people of Florida evaluate these institutions and, upon such evaluation, determine the financial support which they will give.

The Board gratefully acknowledges the fine loyalty of the administrators, instructors and other employees of the several institutions under its management, as also the cooperation of the Governor, and his Cabinet, each and all of whom have been eager to perform any service within their power for the State's educational institutions. To mention all of those who have given service to this Board would be to name all of those who had opportunity and would necessitate a list more extensive than is here possible.

Respectfully submitted,

BOARD OF CONTROL, STATE OF FLORIDA.

By R. P. Trask,

Chairman.

Report of Board's Secretary

FINANCIAL REPORT OF BOARD'S SECRETARY COVERING RECEIPTS AND DISBURSEMENTS DURING THE FISCAL YEAR BEGINNING JULY, 1, 1936, AND ENDING JUNE 30, 1937.

TALLAHASSEE, FLORIDA, OCTOBER 1, 1937.

TO THE STATE BOARD OF CONTROL.

Gentlemen:

The following report of the receipts and disbursements of all funds handled by the Board of Control during the fiscal year beginning July 1, 1936, and ending June 30, 1937, is herewith respectfully submitted.

J. T. DIAMOND,
Executive Secretary.

BOARD OF CONTROL EXPENSE FUND

1936-1937

FOR SALARIES

RECEIPTS

Balance Brought Forward July 1, 1936		$ 830.00
State Appropriation		5,850.00
		$ 6,680.00

DISBURSEMENTS

For Salaries	$5,280.00	
For Necessary and Regular Expense	1,400.00	
		$ 6,680.00

FOR NECESSARY AND REGULAR EXPENSES

RECEIPTS

Balance Brought Forward July 1, 1936	$ 565.52
State Appropriation	3,000.00
	$ 3,565.52

DISBURSEMENTS

For Travel and Office Expenses	$3,565.52

ANNUAL REPORT OF SCHOLARSHIPS HANDLED BY THE BOARD OF CONTROL

UNIVERSITY OF FLORIDA

Arthur E. Hamm Scholarship Fund

Principal

Five Florida Ship Canal Bonds, in the sum of $1,000.00 each, par value		$5,000.00

Income

Receipts

Balance Brought Forward July 1, 1936	$ 883.11	
Interest on Bonds	200.00	
Interest on Bank Deposits	6.43	
Total		$ 689.54

Disbursements

For Scholarships		$ 577.00
Balance carried forward July 1, 1937		$ 112.54

Gen. William Loring Memorial Scholarship Fund

Principal

Four Shares U.S. Steel Corporation Stock	$ 400.00	
One Florida Ship Canal 4% Bond, par value	1,000.00	
One Residence	3,000.00	
Total		$4,400.00

Income

Receipts

Balance Brought Forward July 1, 1936	$ 364.03	
Interest on Florida Ship Canal Bonds	40.00	
Rent on house	160.25	
Dividends on Steel Corporation Stock	70.00	
Interest on Bank Deposits	6.61	
Total		$ 637.89

Disbursements

Insurance on Residence	$ 18.00	
Repairs on Residence	40.81	
For Scholarships	200.00	
Taxes on Residence	38.47	
Total		$ 297.28
Balance Carried Forward July 1, 1937		$ 340.61

Albert W. Gilchrist Scholarship Fund

Principal

One U.S. 3½% Bond, par value	$ 500.00	
Five Shares, First Federal Savings and Loan Association, of Jacksonville, par value	500.00	
Nine Florida Ship Canal 4% Bonds, par value	9,000.00	
Total		$10,000.00

Income

Receipts

Balance Brought Forward July 1, 1937	$ 232.68	
Interest on Florida Ship Canal Bonds	360.00	
Interest on U.S. Bonds	16.88	
Dividends on Federal Savings and Loan Shares	20.00	
Interest on Bank Deposits	5.17	
Total		$ 634.73

Disbursements

For Scholarships	$ 427.00
Balance carried forward July 1, 1937	$ 207.73

David Yulee Scholarship Fund

Principal

Five $1,000.00 each 4½% City of Jacksonville Bonds, par value	$ 5,000.00

Income

Receipts

Balance Brought Forward July 1, 1936	$ 336.54	
Interest on Bonds	225.00	
Interest on Bank Deposits	4.66	
		$ 566.20

Disbursements

For Scholarships	$ 449.00
Balance Carried Forward July 1, 1937	$ 117.20

David Yulee Lectureship

Principal

Three City of Jacksonville 4½% Bonds at $1,000.00 each, par value	$3,000.00

Income

Balance Brought Forward July 1, 1936	$ 716.96	
Interest on Bonds	135.00	
Interest on Bank Deposits	14.50	
Total		$ 866.46

Disbursements

For Publishing Lecture	$ 34.60	
For Prizes	65.00	
For Office Expenses	.72	
Total		$ 100.32
Balance Carried Forward July 1, 1937		$ 766.14

Frank H. Wade Estate

Receipts

Balance Brought Forward July 1, 1936	$ 469.97	
For Sale of Oil	272.80	
For Interest on Bank Deposits	11.62	
Total		$ 754.39

Disbursements

Nothing		.....
Balance Carried Forward July 1, 1937		$ 754.39

EDUCATIONAL OPPORTUNITIES FOR CHILDREN OF VETERANS, CHAPTER 17,474, LAWS OF FLORIDA

Receipts

State Appropriation	$1,000.00

Disbursements

Scholarships, University of Florida	$2,000.00	
Scholarships, Florida State College for Women	1,562.00	
Total		$3,562.00
Balance reverting to General Revenue Fund, July 1, 1937		$ 438.00

FLORIDA STATE COLLEGE FOR WOMEN

Mrs. Sara Levy Scholarship Fund

Receipts

Balance Brought Forward July 1, 1936	$ 56.17	
Received check from Mrs. Sara Levy	300.00	
Interest on Bank Deposits	4.07	
Total		$ 360.24

Disbursements

For Scholarships	$ 350.00
Balance carried forward July 1, 1937	$ 10.24

Albert W. Gilchrist Scholarship Fund

Principal

One U.S. 3¼% Bond, par value	$ 500.00	
Five paid up shares, Federal Savings and Loan Association, par value	500.00	
Nine Florida Ship Canal Bonds of 4%, $1,000.00 each, Par value	9,000.00	
Total		$10,000.00

Income

Receipts

Balance Brought Forward July 1, 1936	$ 8.36	
Interest on Florida Ship Canal Bonds	360.00	
Interest on U.S. Bonds	16.88	
Interest on Bank Deposits	2.10	
Dividends on Federal Savings and Loan Association shares	20.00	
		$ 407.34

Disbursements

For Scholarships	$ 300.00
Balance Carried Forward July 1, 1937	$ 107.34

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

Albert W. Gilchrist Scholarship Fund

Principal

One City of Jacksonville 5% Bond, par value	$1,000.00
Ten paid up shares, Federal Savings and Loan Association, of Jacksonville, par value	1,000.00
Four Florida Ship Canal 4% Bonds, par value	4,000.00
Total	$6,000.00

Income

Receipts

Balance Brought Forward July 1, 1936	$ 660.28	
Interest on Florida Ship Canal Bonds	160.00	
Interest on City of Jacksonville Bonds	50.00	
Interest on Bank Deposits	9.99	
Dividends on Federal Savings and Loan Association Shares	40.00	
Total	$ 720.27	

Disbursements

For Scholarships	$ 200.00
Balance Carried Forward July 1, 1937	$ 520.27

FLORIDA A. & M. COLLEGE FOR NEGROES

McMullen Scholarship Fund

Principal

One Hernando County 5½% Bond, par value	$1,000.00

Income

Receipts

Balance Brought Forward July 1, 1936	$ .19	
Interest on Bonds	27.50	
Interest on Bank Deposits	.13	
Total		$ 27.82

Disbursements

For Scholarship	$ 25.00
Balance Carried Forward July 1, 1937	$ 2.82

Mrs. Sara Levy Scholarship Fund

Receipts

Balance Brought Forward July 1, 1936	$ 28.09	
Received check from Mrs. Sara Levy	150.00	
Interest on Bank Deposits	2.04	
Total		$ 180.13

Disbursements

For Scholarships	$ 175.00
Balance Carried Forward July 1, 1937	$ 5.13

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE UNIVERSITY FOR THE FISCAL YEAR 1936-1937

Name of Fund	Receipts	Disbursements	Balances
Appropriation:			
For Salaries	$510,000.00	$510,000.00	.....
For Necessary and Regular Expenses	115,000.04	114,999.63	$ .41
Morrill-Nelson Fund	25,178.71	25,132.60	46.11
Agricultural College Fund	6,240.03	6,236.17	3.86
Seminary Interest Fund	1,509.11	1,384.11	125.00
Incidental Fund	190,970.86	168,764.99	22,205.87
Permanent Building Fund, Chapter 14,573	5,551.19	4,677.65	873.54
Chair of Americanism and Southern History	2,500.30	2,499.39	.91
Special Endowment Fund for Chair of Americanism and Southern History	2,200.00	2,200.00	.....
General Extension, Incidental	44,706.37	44,671.68	34.89
Radio Station:			
For Salaries	18,728.18	18,726.39	1.79
For Necessary and Regular Expenses	14,000.38	14,000.38	.....
Radio, Incidental	12,920.60	9,090.08	3,830.52
Federal Bankhead-Jones Fund	12,992.53	12,992.53	.....
Naval Stores Research	2,500.00	2,499.53	.47
Department of Forestry	7,500.00	7,500.00	.....
Total	$972,498.50	$945,375.13	$ 27,123.37

The balances in the following funds reverted to the General Revenue Fund:

For Necessary and Regular Expenses	$ .41
Chair of Americanism and Southern History	.91
Radio Station, Salaries	1.79
Naval Stores Research	.47
Total	$ 3.58

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE AGRICULTURAL EXPERIMENT STATIONS FOR EXPERIMENT STATIONS FOR THE FISCAL YEAR 1936-1937.

Name of Fund	Receipts	Disbursements	Balances
Hatch Fund, Federal Appropriation	$ 15,000.00	$ 15,000.00	.....
Adams Fund, Federal Appropriation	15,000.00	15,000.00	.....
Purnell Fund, Federal Appropriation	60,000.00	60,000.00	.....
Main Station, Gainesville	190,161.30	190,161.30	.....
Watermelon Disease Investigations	7,094.57	7,094.57	.....
Citrus Station, Lake Alfred	55,740.93	55,740.93	.....
Everglades Station	45,961.96	45,961.96	.....
North Florida Station	26,045.18	26,045.18	.....
Sub-tropical Station	10,590.93	10,590.93	.....
Station, Incidental	63,909.15	45,320.23	$ 18,588.92
Potato Disease Investigations	4,006.65	4,006.65	.....
Tomato Disease Investigations	3,011.50	3,011.50	.....
Celery Disease Investigations	5,253.83	5,253.83	.....
Laboratory at Hastings	10,500.00	10,500.00	.....
Grape Pest Investigations	3,505.51	3,505.51	.....
Citrus Station, Cocoa	3,510.06	3,510.06	.....
Pecan Insect Investigations	5,989.68	5,223.65	766.03
Fumigation Research	3,072.27	3,072.27	.....
Strawberry Disease Investigations	6,365.43	6,365.43	.....
Everglades Continuing	5,000.00	5,000.00	.....
Special Dairy Husbandry	23,902.96	23,902.96	.....
Special Poultry Industry	16,083.52	16,083.52	.....
Weather Reports	12,955.24	12,955.24	.....
Bankhead-Jones Fund	3,850.20	3,850.20	.....
Total	$586,510.27	$567,155.32	$ 19,354.95

The balance in the following fund reverted to the General Revenue Fund:

Pecan Insect Investigations ..... $ 766.03

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE AGRICULTURAL EXTENSION DIVISION FOR THE FISCAL YEAR 1936-1937

Name of Fund	Receipts	Disbursements	Balances
Smith-Lever, State:			
Offset for Federal Funds	$ 60,521.24	$ 60,521.24	.....
Miscellaneous Expenses	29,275.51	29,275.51	.....
National Egg Laying Contest	5,632.84	5,500.55	$ 132.29
Screw Worm Control	77,946.73	18,928.76	59,017.97
Smith-Lever, Federal	64,223.57	64,122.31	101.26
Smith-Lever, Supplemental	7,768.55	7,545.23	223.32
Additional Cooperative Work	20,344.71	17,984.08	2,360.13
Capper-Ketcham Fund	26,703.27	26,583.86	119.41
Bankhead-Jones Fund	93,102.75	93,102.75	.....
Total	$385,518.67	$323,564.29	$ 61,954.38

The balances in the following funds reverted to the General Revenue Fund:

Smith-Lever, State:

National Egg Laying Contest	$ 132.29
Screw Worm Control	59,017.97
Total	$ 59,150.26

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE FLORIDA STATE COLLEGE FOR WOMEN FOR THE FISCAL YEAR 1936-1937

Name of Fund	Receipts	Disbursements	Balances
State Appropriation:			
For Salaries	$322,930.00	$322,930.00	.....
For Necessary and Regular Expenses	52,600.00	52,600.00	.....
Incidental Fund	77,202.16	73,610.90	$ 3,591.26
Seminary Interest Fund	1,517.22	1,515.85	1.37
Home Economics Extension Fund:			
For Salaries	4,082.00	4,082.00	.....
For Necessary and Regular Expenses	3,560.00	3,560.00	.....
Permanent Building Fund	7,689.47	7,103.37	586.10
Westcott Estate Fund:			
Leon County Portion	8,260.08	5,367.20	2,892.88
State Wide Portion	10,807.12	8,005.68	2,801.44
Chair of Americanism and Southern History	2,500.00	2,500.00	.....
	$491,148.05	$481,275.00	$ 9,873.05

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE FLORIDA SCHOOL FOR THE DEAF AND THE BLIND FOR THE FISCAL YEAR 1936-37

Name of Fund	Receipts	Disbursements	Balances
State Appropriation:			
For Salaries	$ 79,510.10	$79,509.74	$ .36
For Necessary and Regular Expenses	75,499.51	75,498.32	1.19
Permanent Building Fund	3,017.07	.....	3,017.07
Incidental Fund	9,699.11	3,459.35	6,239.76
Total	$167,725.79	$158,467.41	$ 9,258.38

The following balances as given in the above summary reverted to the General Revenue Fund:

State Appropriation:

For Salaries ..... $ 0.36

For Necessary and Regular Expenses 1.19

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE FLORIDA AGRICULTURAL AND MECHANICAL COLLEGE FOR NEGROES FOR THE FISCAL YEAR 1936-37

Name of Fund	Receipts	Disbursements	Balances
State Appropriation:			
For Salaries	$ 95,500.00	$ 95,500.00	.....
For Necessary and Regular Expenses	27,500.00	27,500.00	.....
Summer School—Salaries	10,240.00	10,240.00	.....
Incidental Fund	10,870.54	10,743.22	$ 127.32
Morrill Fund	25,288.86	25,103.42	185.44
Permanent Building	1,020.00	1,018.45	1.55
Hospital Fund	8,942.40	8,920.76	21.64
Federal Bankhead-Jones Fund	12,992.53	12,992.53	.....
Replacement Fund:			
Fire Insurance	284.35	284.35	.....
	$192,738.68	$192,402.73	$ 335.95

FINANCIAL REPORT OF THE DEPARTMENT OF ARCHITECTURE TO BOARD OF CONTROL, FOR THE FISCAL YEAR 1936-1937

Resources

Balance Brought Forward July 1, 1936	$ 145.44	
Received during the year for services rendered by the Department	8,813.89	
Total		$ 8,959.33

Disbursements

For Salaries of Employees in Department	$ 7,537.19	
For Traveling Expenses	124.60	
For Office Expenses	208.87	
Total		$ 8,390.66
Balance carried forward July 1, 1937		$ 568.67

STATE APPROPRIATION SPECIAL EXPENSE, CHAPTER 16772

Resources

Balance Brought Forward July 1, 1936	$ 1,510.00	
Appropriation for 1936-1937	1,500.00	
Credit Warrant No. 178936, canceled	18.25	
Total		$ 3,018.25

Disbursements

For Salary, Travel and Office Expenses	$ 3,018.25

SUMMARY FOR ALL INSTITUTIONS UNDER THE MANAGEMENT OF BOARD, 1936-1937

Name of Institution	Receipts	Disbursements	Balances
University of Florida	$ 972,498.50	$ 945,375.13	$ 27,123.37
Agricultural Experiment Stations	586,510.27	567,155.32	19,354.95
Agricultural Extension Division	385,318.67	323,364.29	61,954.38
Florida State College for Women	491,148.05	481,275.00	9,873.05
Florida School for the Deaf and the Blind	167,725.79	158,467.41	9,258.38
Florida A. & M. College for Negroes	192,738.68	192,402.73	335.95
Total	$2,796,139.96	$2,668,239.88	$127,900.08

Report of Board's Secretary

FINANCIAL REPORT OF BOARD'S SECRETARY COVERING RECEIPTS AND DISBURSEMENTS DURING THE FISCAL YEAR BEGINNING JULY 1, 1937, AND ENDING JUNE 30, 1938.

TALLAHASSEE, FLORIDA, OCTOBER 1, 1938.

TO THE STATE BOARD OF CONTROL.

Gentlemen:

The following report of the receipts and disbursements of all funds handled by the Board of Control during the fiscal year beginning July 1, 1937, and ending June 30, 1938, is herewith respectfully submitted.

J. T. DIAMOND,
Executive Secretary.

BOARD OF CONTROL EXPENSE FUND
1937-1938

FOR SALARIES

RECEIPTS

State Appropriation	$ 5,850.00

DISBURSEMENTS

For Salaries	$ 5,434.16
Balance carried forward July 1, 1938	$ 415.84

FOR NECESSARY AND REGULAR EXPENSES

RECEIPTS

State Appropriation	$ 3,000.00

DISBURSEMENTS

For Travel and Office Expenses	$ 2,184.32
Balance carried forward July 1, 1938	$ 815.68

ANNUAL REPORT OF SCHOLARSHIPS HANDLED BY THE BOARD OF CONTROL

UNIVERSITY OF FLORIDA

Arthur E. Hamm Scholarship Fund

Principal

Five Florida Ship Canal Bonds, in the sum of $1,000.00 each, par value	$ 5,000.00

Income

Receipts

Balance Brought Forward July 1, 1937	$ 112.54	
Interest on Bonds	300.00	
Interest on Bank Deposits	2.13	
Total		$ 414.67

Disbursements

For Scholarships	$ 100.00	
Rent on Safe Deposit Box	2.00	
Total		$ 102.00
Balance Carried Forward July 1, 1938		$ 312.67

Gen. William Loring Memorial Scholarship Fund

Principal

(Because of the necessity of having to make excessive repairs on the residence belonging to this fund, the Board reduced the estimated value from $3,000.00 to $2,000.00 and sold the property, taking in payment $400.00 in cash and a note secured by a real estate mortgage in the sum of $1600.00.)

U.S. Steel Corporation Stock	$ 400.00	
Florida Ship Canal Bond	1,000.00	
Note secured by Real Estate Mortgage	1,372.24	
Five paid up shares, First Federal Savings and Loan Association, Jacksonville	500.00	
Cash in Bank	127.76	
Total		$ 3,400.00

Income

Receipts

Balance Brought Forward July 1, 1937	$ 340.61	
Interest on Bonds	60.00	
Dividends U.S. Steel Corporation Stock	48.00	
Interest on Note	97.24	
Interest on Bank Deposits	5.04	
Dividends on Federal Savings and Loan Association Shares	10.00	
Refund taxes paid by Totams	17.88	
Total		$ 578.77

Disbursements

For Scholarship	$ 100.00	
For Taxes	17.88	
For Abstract of Title	14.00	
For Recording Fees	5.50	
For Commission in selling property	100.00	
Amount paid to R. H. Sands for signing deed in selling house	25.00	
Total		$ 262.38
Balance Carried forward July 1, 1938		$ 316.39

Albert W. Gilchrist Scholarship Fund

Principal

1 U.S. 3¼% Bond, par value	$ 500.00	
Five Shares, Federal Savings and Loan Association, of Jacksonville, par value	500.00	
Nine Florida Ship Canal 4% Bonds, par value	9,000.00	
Total		$10,000.00

Income

Receipts

Balance Brought Forward July 1, 1937	$ 207.73	
Interest on Bonds	565.31	
Interest on Bank Deposits	3.94	
Dividends on Federal Savings and Loan Association Stock	20.00	
Total		$ 796.98

Disbursements

For Scholarships	$ 200.00	
For Box Rent	4.00	
Total		$ 204.00
Balance Carried Forward July 1, 1938		$ 592.98

David Yulee Scholarship Fund

Principal

Five City of Jacksonville 4½% Bonds, par value $1,000 each	$ 5,000.00

Income

Receipts

Balance Brought Forward July 1, 1937	$ 117.20	
Interest on Bonds	225.00	
Interest on Bank Deposits	2.03	
Total		$ 344.23

Disbursements

For Scholarships	$ 100.00	
For Safe Deposit Box Rent	2.00	
Total		$ 102.00
Balance Carried Forward July 1, 1938		$ 242.23

David Yulee Lectureship

Principal

Three City of Jacksonville 4½% Bonds, par value $1,000.00 each	$ 3,000.00

Income

Receipts

Balance Brought Forward July 1, 1937	$ 766.14	
Interest on Bonds	135.00	
Interest on Bank Deposits	13.00	
Total		$ 914.14

Disbursements

For Lectures	$ 410.00	
For Safe Deposit Box Rent	1.00	
Total		$ 411.00
Balance Carried Forward July 1, 1938		$ 503.14

Frank H. Wade Estate

Receipts

Balance Brought Forward July 1, 1937	$ 734.39	
For sale of Oil	115.28	
Interest on Bank Deposits	11.56	
Total		$ 861.23

Disbursements

For Legal Services	$ 300.00
Balance Carried Forward July 1, 1938	$ 561.23

Educational Opportunities for Children of Veterans, Chapter 17,474, Laws of Florida

Receipts

State Appropriation	$ 4,000.00

Disbursements

Scholarships, University of Florida	$ 2,200.00	
Scholarships, Florida State College for Women	1,115.00	
Total		$ 3,315.00
Balance Carried forward July 1, 1938		$ 685.00

FLORIDA STATE COLLEGE FOR WOMEN

Mrs. Sara Levy Scholarship Fund

Receipts

Balance Brought Forward July 1, 1937	$ 10.24	
Interest on Bank Deposits	3.10	
Received check from Mrs. Sara Levy	300.00	
Total		$ 313.34

Disbursements

For Scholarships	$ 309.10	
Balance Carried Forward July 1, 1938		$ 4.24

Albert W. Gilchrist Scholarship Fund

Principal

1 U.S. 3¼% Treasury Bond, par value	$ 500.00	
Five Shares, Federal Savings and Loan Association, of Jacksonville, par value	500.00	
Nine Florida Ship Canal Bonds 4%, par value	9,000.00	
Total		$10,000.00

Income

Receipts

Balance Brought Forward July 1, 1937	$ 107.34	
Interest on Bonds	548.44	
Interest on Bank Deposits	2.47	
Dividends on Federal Savings and Loan Association Shares	20.00	
Total		$ 678.25

Disbursements

For Scholarships	$ 350.00	
Rent on Safe Deposit Box	4.00	
Total		$ 354.00
Balance Carried Forward July 1, 1938		$ 324.25

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

Albert W. Gilchrist Scholarship Fund

Principal

One City of Jacksonville 5% Bond, par value	$ 1,000.00	
Ten paid up shares 4%, First Federal Savings and Loan Association, of Jacksonville, par value	1,000.00	
Four Florida Ship Canal 4% Bonds, par value	4,000.00	
Total		$ 6,000.00

Income

Receipts

Balance Brought Forward July 1, 1937	$ 520.27	
Interest on Bonds	315.00	
Dividends on First Savings and Loan Association Shares, of Jacksonville	40.00	
Interest on Bank Deposits	12.81	
Total		$ 888.08

Disbursements

Rent on Safe Deposit Box		$ 2.00
Balance Carried Forward July 1, 1938		$ 886.08

FLORIDA A. & M. COLLEGE FOR NEGROES

McMillan Scholarship Fund

Principal

One Hernando County 5½% Bond, par value		$ 1,000.00

Income

Receipts

Balance Brought Forward July 1, 1937	$ 2.82	
Received collection on past due coupons	247.50	
Received accrued interest on exchange of old bond for a new refunding bond	10.00	
Interest on Bank Deposits	3.36	
Total		$ 263.68

Disbursements

For Scholarships		$ 50.00
Balance Carried Forward July 1, 1928		$ 213.68

Mrs. Sara Levy Scholarship Fund

Balance Brought Forward July 1, 1927	$ 5.13	
Received check from Mrs. Sara Levy	150.00	
Interest on Bank Deposits	1.55	
Total		$ 156.68

Disbursements

For Scholarships		$ 150.00
Balance Carried Forward July 1, 1928		$ 6.68

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE UNIVERSITY FOR THE FISCAL YEAR 1927-1928

Name of Fund	Receipts	Disbursements	Balances
Appropriation:			
For Salaries	$ 640,000.00	$ 640,000.00	.....
For Necessary and Regular Expenses	170,000.00	165,061.48	$ 4,938.52
Morrill-Nelson Fund	25,046.19	25,045.94	.25
Agricultural College Fund	7,461.70	3,311.14	4,150.56
Seminary Interest Fund	3,101.97	1,911.69	1,190.88
Incidental Fund	221,998.66	178,876.49	43,122.17
Permanent Building Fund, Chapter 14,373	4,577.82	3,892.45	685.37
Chair of Americanism and Southern History	2,500.00	2,491.31	8.69
Special Endowment Fund for Chair of Americanism and Southern History	2,200.00	2,200.00	.....
General Extension, Incidental	42,688.99	42,678.68	10.31

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE UNIVERSITY FOR THE FISCAL YEAR 1937-1938
—(Continued)

Name of Fund	Receipts	Disbursements	Balances
Radio Station:			
For Salaries	$ 20,000.00	$ 19,837.50	$ 162.50
For Necessary and Regular Expenses	20,000.00	17,907.25	2,092.75
Radio, Incidental	8,993.19	4,444.03	4,549.16
John F. Seagle Building:			
For Salaries	2,620.00	1,980.00	640.00
For Necessary and Regular Expenses	2,760.00	1,871.52	888.48
For Furniture and Equipment	50,000.00	14,286.90	35,713.10
Department of Forestry	7,500.00	7,500.00	.....
School of Forestry	25,000.00	7,641.22	17,358.78
Federal Bankhead-Jones Fund	15,985.05	15,985.05	.....
Total	$1,272,433.57	$1,156,922.05	$115,511.52

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE AGRICULTURAL EXPERIMENT STATIONS FOR THE FISCAL YEAR 1937-1938

Name of Fund	Receipts	Disbursements	Balances
Hatch Fund,			
Federal Appropriation	$ 15,000.00	$ 15,000.00	.....
Adams Fund,			
Federal Appropriation	15,000.00	15,000.00	.....
Purnell Fund,			
Federal Appropriation	60,000.00	60,000.00	.....
Main Station, Gainesville	165,229.50	164,907.31	$ 322.19
Watermelon Disease Investigations	7,000.00	7,000.00	.....
Citrus Station, Lake Alfred	86,451.00	86,449.71	1.29
Everglades Station	45,339.00	45,051.72	287.28

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE AGRICULTURAL EXPERIMENT STATIONS FOR THE FISCAL YEAR 1927-1928—(Continued)

Name of Fund	Receipts	Disbursements	Balances
North Florida Station	$ 25,968.00	$ 25,968.00	.....
Sub-tropical Station	21,000.00	19,731.37	$ 1,268.63
Station, Incidental	68,787.86	45,875.02	22,912.84
Potato Disease Investigations	6,000.00	4,979.67	1,020.33
Celery Disease Investigations	10,000.00	10,000.00	.....
Laboratory at Hastings	2,000.00	1,925.26	74.74
Grape Fruit Investigations	3,500.00	3,500.00	.....
Citrus Laboratory, Cocoa	3,500.00	3,491.14	8.86
Pecan Insect Investigations	4,150.00	3,233.47	916.53
Fumigation	3,062.50	3,062.50	.....
Strawberry Disease Investigations	6,300.00	6,278.78	21.22
Everglades Continuing	5,000.00	5,000.00	.....
Special—Dairy Husbandry	15,540.00	15,540.00	.....
Special—Poultry Industry	11,000.00	11,000.00	.....
Weather Reports	18,000.00	17,890.50	109.50
Laboratory at Manatee, Bentley, Sarasota and Charlotte Counties	13,000.00	8,289.35	4,710.65
Blue Mold Tobacco Disease Investigations	5,000.00	5,000.00	.....
Bankhead-Jones Fund	23,101.23	23,101.23	.....
Total	$ 600,929.09	$ 567,375.03	$ 33,554.06

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE AGRICULTURAL EXTENSION DIVISION FOR THE FISCAL YEAR 1927-1928

Name of Fund	Receipts	Disbursements	Balances
Smith-Lever, State:			
For Salaries	$ 48,197.41	$ 41,711.36	$ 6,486.05
For Necessary and Regular Expenses	39,000.00	37,775.15	1,224.85
Smith-Lever, Federal	64,087.48	64,083.69	3.79

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE AGRICULTURAL EXTENSION DIVISION FOR THE FISCAL YEAR 1937-1938—(Continued)

Name of Fund	Receipts	Disbursements	Balances
Smith-Lever, Supplemental	$ 10,584.35	$ 10,584.35	.....
Additional Cooperative Work	16,413.56	16,363.45	$ 50.11
Capper-Ketcham Fund	26,682.54	26,616.01	66.53
Federal—Bankhead-Jones Fund	102,717.80	102,717.80	.....
Caretaker 4-H Club Camp McQuarrie, Lake County, Chapter 17707	500.00	500.00	.....
Camp Timpoochee, Okaloosa County, Chapter 17707	500.00	496.17	3.83
Total	$ 308,183.14	$ 300,347.98	$ 7,835.16

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE FLORIDA STATE COLLEGE FOR WOMEN FOR THE FISCAL YEAR 1937-1938

Name of Fund	Receipts	Disbursements	Balances
State Appropriation:			
For Salaries	$ 410,000.00	$ 410,000.00	.....
For Necessary and Regular Expenses	120,144.31	120,003.80	$ 140.51
Incidental Fund	79,999.45	46,819.26	33,180.19
Seminary Interest Fund	2,978.33	12.25	2,966.08
Home Economics Extension Fund:			
For Salaries	4,000.00	4,000.00	.....
For Necessary and Regular Expenses	3,500.00	3,500.00	.....
Permanent Building Fund	3,807.29	.....	3,807.29
Westcott Estate Fund:			
Leon County Portion	4,892.88	4,222.22	670.66
State Wide Portion	4,801.44	3,000.00	1,801.44
Chair of Americanism and Southern History	2,500.00	2,500.00	.....
Totals	$ 636,623.61	$ 594,057.53	$ 42,566.08

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE FLORIDA SCHOOL FOR THE DEAF AND THE BLIND FOR THE FISCAL YEAR 1937-1938

Name of Fund	Receipts	Disbursements	Balances
State Appropriation:			
For Salaries	$ 85,030.00	$ 84,659.89	$ 370.11
For Necessary and Regular Expenses	96,035.23	93,358.70	2,676.53
Permanent Building Fund	3,580.78	.....	3,580.78
Incidental Fund	6,239.76	.....	6,239.76
Total	$ 190,885.77	$ 178,018.59	$ 12,867.18

SUMMARY OF RECEIPTS AND DISBURSEMENTS TOGETHER WITH THE BALANCES IN THE DIFFERENT FUNDS OF THE FLORIDA AGRICULTURAL AND MECHANICAL COLLEGE FOR NEGROES FOR THE FISCAL YEAR 1937-1938

Name of Fund	Receipts	Disbursements	Balances
State Appropriation:			
For Salaries	$ 95,500.00	$ 95,500.00	.....
For Necessary and Regular Expenses	21,500.00	21,497.00	$ 3.00
Summer School—Salaries	10,340.00	10,336.19	3.81
Incidental Fund	9,803.19	9,765.02	38.17
Morrill Fund	25,214.61	25,214.21	.40
Permanent Building	565.26	308.14	257.12
Hospital Fund	8,588.76	8,579.12	9.64
Federal Bankhead-Jones Fund	15,985.67	16,085.40	cr. 100.33
Special Repairs to Buildings, Heating System and Office Equipment (For Biennium)	39,000.00	33,615.96	5,384.04
Total	$ 226,496.89	$ 220,901.04	$ 5,595.85

FINANCIAL REPORT OF THE DEPARTMENT OF ARCHITECTURE TO BOARD OF CONTROL FOR THE FISCAL YEAR 1937-1938

Resources

Balance Brought Forward July 1, 1937	$ 568.67	
Received during the year for services rendered by the Department	23,691.55	
Total		$24,260.22

Disbursements

For Salaries of Employees in Department	$18,070.29	
For Traveling Expenses	378.65	
For Office Expenses	612.37	
Reimbursement Boarding Department Fund, Florida Agricultural and Mechanical College for Negroes	3,500.00	
Reimbursement Special—Necessary Repairs Fund, Florida Agricultural and Mechanical College for Negroes	1,500.00	
		$24,061.31
Balance carried forward July 1, 1938		$ 198.91

STATE APPROPRIATION SPECIAL EXPENSE, CHAPTER 17207

Resources

Appropriation for 1937-1938	$ 1,500.00	
Total		$ 1,500.00

Disbursements

None		.....
Balance carried forward July 1, 1938		$ 1,500.00

SUMMARY OF ALL INSTITUTIONS UNDER THE MANAGEMENT OF THE BOARD, 1937-1938

Name of Institution	Receipts	Disbursements	Balances
University of Florida	$1,272,433.57	$1,156,922.05	$115,511.52
Agricultural Experiment Station	600,929.09	567,375.03	33,554.06
Agricultural Extension Division	308,183.14	300,347.98	7,835.16
Florida State College for Women	636,623.61	594,057.53	42,566.08
Florida School for the Deaf and the Blind	190,885.77	178,018.59	12,867.18
Florida A. & M. College for Negroes	226,496.89	220,901.04	5,595.85
Total	$3,235,552.07	$3,017,622.22	$217,929.85

BUDGET RECOMMENDED BY BOARD OF CONTROL FOR BOARD OF CONTROL EXPENSES DURING BIENNIUM 1939-1941

Appropriations Requested

July 1, 1939, to June 30, 1940:	
Salaries	$ 9,450.00
Necessary and Regular Expenses	4,200.00
For General Architectural Expense, all Institutions	1,500.00
July 1, 1940, to June 30, 1941:	
Salaries	$ 9,450.00
Necessary and Regular Expenses	4,200.00
For General Architectural Expense, all Institutions	1,500.00

Detail of Expenses

Salaries per Annum

Employment	Years previously employed	Salary previous year	Total annual salary recommended each year	Number months employed during year
Executive Secretary	18	$2,160.00	$ 2,160.00	12
Stenographer, Bookkeeper and Filing Clerk	12	1,620.00	1,620.00	12
Stenographer and Clerk	4	1,500.00	1,500.00	12
Extra Help, only during Emergency		570.00	570.00	
Supervising Auditor			3,600.00	12
Total		$5,850.00	$ 9,450.00	

NECESSARY AND REGULAR EXPENSES

Requested for each year of the biennium.

	1939-40	1940-41
Travel Expense, Board Members and Secretary	$ 1,800.00	$ 1,800.00
Office Expenses	550.00	550.00
Postage	200.00	200.00
Telephone and Telegraph	200.00	200.00
Office Equipment	250.00	250.00
Traveling Expenses, Supervising Auditor	1,200.00	1,200.00
Total	$ 4,200.00	$ 4,200.00

DEPARTMENT OF ARCHITECTURE TO BOARD OF CONTROL

Appropriation requested during the next biennium to be used in having the Department make plans for the future development of the Institutions, and to do certain other work that may be necessary that is not chargeable to any of the Institutions under the management of the Board:

For each year of the biennium ..... $ 1,500.00

BUDGET RECOMMENDED

BY

BOARD OF CONTROL

FOR

UNIVERSITY OF FLORIDA

During Biennium 1939-1941

TABLE OF CONTENTS

UNIVERSITY PROPER

	Pages
Appropriations Requested	54
Summary of Appropriations Requested	55
Budget Allotments for different Colleges and Departments	57
Positions and Salaries Recommended	61
Summer School	83
General Extension Division	90
Necessary and Regular Expenses	95
Radio Station, WRUF	104

AGRICULTURAL EXPERIMENT STATION

	Pages
Budget for Experiment Station	108
Positions and Salaries Recommended	110
Necessary and Regular Expenses	114
Range Cattle Experiment Station	114-115

AGRICULTURAL EXTENSION SERVICE

	Pages
Appropriations Requested	117
Positions and Salaries Recommended	118
Necessary and Regular Expenses	123

UNIVERSITY OF FLORIDA

Each Year Biennium — 1939-1941

SOURCE OF REVENUE

Legislative Appropriation

General Revenue:		
For Salaries	$	745,800.00
For Necessary and Regular Expenses		196,200.00
Chair of Americanism (Continuing) Chapter 12,442		7,500.00
Forestry (Continuing) Chapter 17,028		7,500.00
Forestry (Continuing) Chapter 18,402		33,000.00
	$	990,000.00

Others

Federal Appropriation:		
Morrill-Nelson	$	35,000.00
Smith-Hughes-George-Dean		10,425.00
Sanford-Jones		16,000.00
Student Fees—Regular Session		100,800.00
Student Fees—Summer Session		31,000.00
Diploma Fees		3,000.00
Gifts and Endowments:		
American Legion Interest		2,200.00
Seminary Interest		2,500.00
Agriculture College		7,750.00
Departmental Earnings:		
General Extension		40,000.00
Resident Instruction		2,500.00
Rental Income		900.00
Alachua County Board of Education Payment to the P. K. Yonge Laboratory School		10,700.00
	$	261,675.00
Total Source of Revenue	$	1,261,675.00

LEGISLATIVE APPROPRIATION OR AUTHORIZATION

July 1, 1937, to June 30, 1938

Salaries	$	640,000.00
Necessary and Regular Expense		170,000.00
Special: Forestry, Chapter 17,028		7,500.00
Chair of Americanism (Continuing) Chapter 12,442		2,500.00
School of Forestry, Chapter 18,403		37,500.00
	$	857,500.00

July 1, 1938, to June 30, 1939

Salaries	$	640,000.00
Necessary and Regular Expense		170,000.00
Special: Forestry, Chapter 17,028		7,500.00
Chair of Americanism (Continuing) Chapter 12,442		2,500.00
School of Forestry, Chapter 18,403		25,000.00
	$	845,000.00

EXPENDITURES

July 1, 1937, to June 30, 1938

Out of Appropriation:		
Salaries	$	640,000.00
Necessary and Regular Expense		165,172.78
Chair Americanism (Continuing) Chapter 12,442		2,491.33
Special: Forestry, Chapter 17,028		7,500.00
School of Forestry, Chapter 18,403		32,115.02
	$	847,279.11
Out of Other Revenue:		
Salaries	$	213,511.05
Necessary and Regular Expense		55,624.67
	$	269,135.72

APPROPRIATIONS REQUESTED

July 1, 1939, to June 30, 1940

Salaries	$	745,800.00
Necessary and Regular Expense		199,200.00
Special: Forestry, Chapter 17,028		7,500.00
Chair of Americanism (Continuing) Chapter 12,442		2,500.00
School of Forestry, Chapter 18,403		25,000.00
	$	980,000.00

JULY 1, 1940, TO JUNE 30, 1941

Salaries	$ 745,800.00
Necessary and Regular Expense	199,200.00
Special: Forestry Chapter 17,028	7,500.00
Chair of Americanism (Continuing) Chapter 12,442	2,500.00
School of Forestry, Chapter 18,403	25,000.00
	$ 980,000.00

SUMMARY OF APPROPRIATIONS REQUESTED UNIVERSITY OF FLORIDA

	Salaries		Necessary and Regular Expenses	
	1 Year	2 Years	1 Year	2 Years
GENERAL ADMINISTRATION				
General Expense			$ 19,400.00	$ 38,800.00
President's Office	$ 11,600.00	$ 23,200.00	3,390.00	6,780.00
Business Office	30,320.00	60,640.00	7,000.00	14,000.00
Telephone Exchange	2,013.00	4,026.00	2,200.00	4,400.00
Dean of Students	12,100.00	24,200.00	1,000.00	2,000.00
Registrar	18,150.00	36,300.00	11,000.00	22,000.00
Board of Examiners	8,850.00	17,700.00	3,684.00	7,368.00
Publicity	4,916.00	9,832.00	1,500.00	3,000.00
Social Service	3,100.00	6,200.00		
Scholarships			3,000.00	6,000.00
RESIDENT INSTRUCTION				
General College	49,130.00	98,260.00	6,400.00	12,800.00
Graduate School	9,600.00	19,200.00	6,500.00	13,000.00
College of Agriculture	65,558.00	131,116.00	17,297.00	34,594.00
School of Forestry	25,680.00	51,360.00	6,820.00	13,640.00
College of Arts and Sciences	235,208.00	470,416.00	26,525.00	53,050.00
Social Administration	6,470.00	12,940.00	1,000.00	2,000.00
College of Business Administration	59,040.00	118,080.00	1,500.00	3,000.00
College of Engineering	54,387.00	108,774.00	12,000.00	24,000.00
School of Architecture	18,475.00	36,950.00	1,005.00	2,010.00
College of Law	29,700.00	59,400.00	3,800.00	7,600.00
College of Education	104,603.00	209,206.00	6,925.00	13,850.00

SUMMARY OF APPROPRIATIONS REQUESTED
UNIVERSITY OF FLORIDA
—(Continued)

	Salaries		Necessary and Regular Expenses	
	1 Year	2 Years	1 Year	2 Years
Athletic and Physical Education	$ 21,560.00	$ 43,120.00	$ 440.00	$ 880.00
Military Department	4,410.00	8,820.00	2,590.00	5,180.00
Music	7,800.00	15,600.00	1,850.00	3,700.00
Summer School	55,477.50	110,955.00	10,227.50	20,455.00
Extension				
General Extension Division	63,610.00	127,220.00	12,600.00	25,200.00
Inter-American Affairs	3,300.00	6,600.00	500.00	1,000.00
Welaka Forest and Game Farm	6,700.00	13,400.00	2,013.00	4,026.00
Library and Museum				
Library	32,880.00	65,760.00	22,000.00	44,000.00
Museum	8,100.00	16,200.00	450.00	900.00
Doe Collection	1,500.00	3,000.00	.....	.....
General Supervision				
Janitor Service	23,106.00	46,212.00	4,314.00	8,628.00
Maintenance and Upkeep	12,273.00	24,546.00	16,305.00	32,610.00
Grounds	2,700.00	5,400.00	12,535.00	25,070.00
Electrical Maintenance	6,138.00	12,276.00	4,500.00	9,000.00
Heat, Light, Power	5,550.00	11,100.00	25,400.00	50,800.00
	$1,004,004.50	$2,008,009.00	$237,670.50	$515,341.00
Less amount paid from other sources	230,524.50	461,049.00	51,150.50	102,301.00
Balance from State Appropriations	$773,480.00	$1,546,960.00	$206,520.00	$413,040.00

UNIVERSITY OF FLORIDA

Recapitulation of Budget Allotments

1939-1941

	Salaries	Upkeep	Total
I. General Administration			
General Expense	.....	$ 19,400.00	$ 19,400.00
President's Office	$ 11,600.00	3,320.00	14,920.00
Business Office	30,320.00	7,000.00	37,320.00
Telephone Exchange	2,013.00	2,200.00	4,213.00
Dean of Students	12,100.00	1,000.00	13,100.00
Registrar	18,150.00	11,000.00	29,150.00
Board of Examiners	8,850.00	3,684.00	12,534.00
Publicity	4,916.00	1,500.00	6,416.00
Social Service	3,100.00	.....	3,100.00
Scholarships	.....	3,000.00	3,000.00
II. Resident Instruction			
General College	49,130.00	6,400.00	55,530.00
Graduate School	9,600.00	6,500.00	16,100.00
College of Agriculture	65,558.00	17,297.00	82,855.00
School of Forestry	25,680.00	6,820.00	32,500.00
College of Arts and Sciences	235,208.00	26,525.00	261,733.00
Social Administration	6,470.00	1,000.00	7,470.00
College of Business Administration	59,040.00	1,500.00	60,540.00
College of Engineering	54,387.00	12,000.00	66,387.00
School of Architecture	18,475.00	1,005.00	19,480.00
College of Law	29,700.00	3,800.00	33,500.00
College of Education	104,603.00	6,925.00	111,528.00
Athletics and Physical Education	21,560.00	440.00	22,000.00
Military Department	4,410.00	2,590.00	7,000.00
Music	7,800.00	1,850.00	9,650.00
Summer School	55,477.50	10,227.50	65,705.00
III. Extension			
General Extension Division	63,610.00	12,600.00	76,210.00
Inter-American Affairs	3,300.00	500.00	3,800.00
Welaka Forest and Game Farm	6,700.00	2,013.00	8,713.00

UNIVERSITY OF FLORIDA

RECAPITULATION OF BUDGET ALLOTMENTS—(Continued)

1939-1941

	Salaries	Upkeep	Total
IV. LIBRARY AND MUSEUM			
Library	$ 32,880.00	$ 22,000.00	$ 54,880.00
Museum	8,100.00	450.00	8,550.00
Doe Collection	1,500.00	.....	1,500.00
V. GENERAL SUPERVISION			
Janitor Service	23,106.00	4,314.00	27,420.00
Maintenance and Upkeep	12,273.00	16,305.00	28,578.00
Grounds	2,700.00	12,535.00	15,235.00
Electrical Maintenance	6,138.00	4,500.00	10,638.00
Heat, Light, and Power	5,550.00	25,400.00	30,950.00
	$1,001,001.50	$257,670.50	$1,261,672.00

DEPARTMENTAL SUMMARIES

	Salaries	Upkeep	Total
COLLEGE OF AGRICULTURE			
General	$ 10,648.00	$ 4,497.00	$ 15,145.00
Agricultural Economics	7,000.00	1,200.00	8,200.00
Agricultural Engineering	3,180.00	700.00	3,880.00
Agronomy	3,000.00	600.00	3,600.00
Animal Husbandry	10,940.00	4,000.00	14,940.00
Chemistry and Soils	4,450.00	600.00	5,050.00
Botany (including Bacteriology and Plant Pathology)	10,560.00	2,000.00	12,560.00
Entomology	6,030.00	1,400.00	7,430.00
Horticulture	9,750.00	2,300.00	12,050.00
	$ 65,558.00	$ 17,297.00	$ 82,855.00

DEPARTMENTAL SUMMARIES—(Continued)

	Salaries	Upkeep	Total
COLLEGE OF ARTS AND SCIENCES			
General	$ 13,400.00	$ 1,350.00	$ 14,750.00
Agricultural Chemistry	4,050.00	900.00	4,950.00
Ancient Languages	1,248.00	.....	1,248.00
Bible	3,061.00	25.00	3,086.00
Biology and Geology	16,800.00	3,650.00	20,450.00
Chemical Engineering	7,200.00	900.00	8,100.00
Chemistry	18,550.00	11,700.00	30,250.00
English	37,034.00	225.00	37,259.00
French	8,550.00	45.00	8,595.00
History and Political Science	14,250.00	250.00	14,500.00
Journalism	6,100.00	175.00	6,275.00
Mathematics	29,050.00	600.00	29,650.00
Philosophy	4,350.00	20.00	4,370.00
Physics	17,515.00	1,900.00	19,415.00
Psychology	6,300.00	250.00	6,550.00
Vocational Guidance and Mental Hygiene	2,300.00	240.00	2,540.00
Sociology	4,850.00	70.00	4,920.00
Spanish and German	9,050.00	75.00	9,125.00
Speech	9,750.00	300.00	10,050.00
L. M. Drake Memorial Laboratory	1,700.00	.....	1,700.00
Naval Stores Research	2,900.00	400.00	3,300.00
School of Pharmacy			
General	5,300.00	700.00	6,000.00
Pharmacognosy and Pharmacology	3,775.00	1,000.00	4,775.00
Pharmacy	8,125.00	1,750.00	9,875.00
	$235,208.00	$ 26,525.00	$261,733.00
COLLEGE OF BUSINESS ADMINISTRATION			
General	$ 7,500.00	$ 800.00	$ 8,300.00
Economics and Business Administration	51,540.00	200.00	52,240.00
	$ 59,040.00	$ 1,500.00	$ 60,540.00

DEPARTMENTAL SUMMARIES—(Continued)

	Salaries	Upkeep	Total
COLLEGE OF ENGINEERING			
General	$ 8,350.00	$ 4,200.00	$ 12,550.00
Civil Engineering	10,600.00	1,800.00	12,400.00
Industrial Engineering	6,300.00	1,000.00	7,300.00
Mechanical Engineering	20,487.00	3,000.00	23,487.00
Electrical Engineering	8,650.00	2,000.00	10,650.00
	$ 54,387.00	$ 12,000.00	$ 66,387.00
SCHOOL OF ARCHITECTURE AND ALLIED ARTS			
General	$ 5,600.00	$ 869.00	$ 6,469.00
Architecture	9,900.00	93.00	9,993.00
Painting	2,975.00	43.00	3,018.00
	$ 18,475.00	$ 1,005.00	$ 19,480.00
COLLEGE OF LAW			
General	$ 8,800.00	$ 3,800.00	$ 12,600.00
Instruction	20,900.00	.....	20,900.00
	$ 29,700.00	$ 3,800.00	$ 33,500.00
COLLEGE OF EDUCATION			
General	$ 6,600.00	$ 1,500.00	$ 8,100.00
Bureau of Educational Research	.....	1,100.00	1,100.00
Education	26,903.00	.....	26,903.00
Agricultural Education	15,950.00	1,325.00	17,275.00
P. K. Yonge Laboratory School:			
Administrative	2,250.00	3,000.00	5,250.00
Teaching Staff	52,900.00	.....	52,900.00
	$104,603.00	$ 6,925.00	$111,528.00
SUMMER SCHOOL			
Administrative	$ 4,720.00	$ 10,227.50	$ 14,947.50
Education	16,195.00	.....	16,195.00
P. K. Yonge Laboratory School	1,850.00	.....	1,850.00
Graduate School	900.00	.....	900.00
General College	7,862.50	.....	7,862.50

DEPARTMENTAL SUMMARIES—(Continued)

	Salaries	Upkeep	Total
SUMMER SCHOOL (Continued)			
College of Arts and Sciences	$ 18,525.00	$	$ 18,525.00
College of Agriculture	850.00		850.00
College of Business Administration	4,125.00		4,125.00
College of Engineering	450.00		450.00
	$ 55,477.50	$ 10,227.50	$ 65,705.00
GENERAL EXTENSION DIVISION			
General	$ 4,900.00	$ 12,600.00	$ 17,500.00
Correspondence Study	6,540.00		6,540.00
Class and Short Courses	8,430.00		8,430.00
Information and Service	7,440.00		7,440.00
Instruction, Organization and Promotion of Short Courses	2,800.00		2,800.00
Fees to Instructors for Grading Papers and Teaching Extension Classes	33,500.00		33,500.00
	$ 63,610.00	$ 12,600.00	$ 76,210.00

I. GENERAL ADMINISTRATION

TITLE	Time Employed in State Prior to Nov. 1, 1929 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
PRESIDENT'S OFFICE				
President	10	$ 7,200	$ 7,200	12
Administrative Assistant of President	1	2,400	2,400	12
Secretary	2	1,400	1,400	12
Stenographer		600	600	12
		$ 11,600	$ 11,600	
BUSINESS OFFICE				
Business Manager	31	$ 4,750	$ 4,750	12
Secretary	4	1,500	1,800	12
Auditor	11	2,400	2,600	12

I. GENERAL ADMINISTRATION (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
BUSINESS OFFICE (Continued)				
Auditor	12	$ 2,400	$ 2,600	12
Cashier	15	2,100	2,300	12
Assistant Cashier (Student)	2	600	600	12
Office Assistant	12	1,500	1,600	12
Bookkeeper	5	1,530	1,800	12
Bookkeeper General Ledger	.....	1,350	1,600	12
Clerk, Invoice	3	1,350	1,500	12
Clerk, Requisition	.....	1,200	1,320	12
Clerk, Vouchers and Warrants	17	1,080	1,200	12
Stenographer and Clerk	3	1,320	1,500	12
Bookkeeper	5	1,200	1,450	12
Clerk	.....	.....	1,200	12
Student Assistants	.....	1,720	2,500	.....
		$ 26,000	$ 30,320	
TELEPHONE EXCHANGE				
Switchboard Operator	7	$ 1,080	$ 1,200	12
Assistant Operators (two students)	.....	750	813	12
	.....	$ 1,830	$ 2,013	
OFFICE OF THE DEAN OF STUDENTS				
Dean of Students	13	$ 3,800	$ 4,450	12
Assistant Dean of Students	8	2,600	3,050	12
Executive Assistant and Director of Student Employment and Placement	2	1,600	1,700	12
Administrative Assistant	7	500	1,500	12
Stenographer	2	900	1,000	12
Student Assistant	.....	250	250	12
Student Assistant	.....	250	150	9
		$ 9,900	$ 12,100	
OFFICE OF THE REGISTRAR				
Registrar	15	$ 4,400	$ 4,600	12
Assistant Registrar	5	2,150	2,500	12
Director of Admissions	8	2,300	2,500	12
Secretary to Registrar	4	1,200	1,350	12
Secretary of Examinations	1	1,200	1,350	12
Transcript Clerk	2	1,200	1,350	12
File Clerk	4	.....	1,200	12
Stenographer	.....	.....	1,000	12
Student Assistants and Extra Help	.....	2,500	2,300	12
		$ 14,950	$ 18,150	

I. GENERAL ADMINISTRATION (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1938 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
BOARD OF UNIVERSITY EXAMINERS				
University Examiner	9	$ 2,800	$ 3,000	12
Secretary to the Examiner	2	1,200	1,320	12
Assistant Examiner (part to full-time)	.....	450	2,500	12
Examination Scores	.....	2,000	2,000	12
		$ 6,450	$ 8,820	
PUBLICITY				
Director	11	$ 3,300	$ 3,500	12
Stenographer	3	960	1,056	12
Student Assistants	.....	.....	360	.....
		$ 4,260	$ 4,916	
SOCIAL SERVICE				
Director Florida Union	2	$ 2,800	$ 3,100	12

II. RESIDENT INSTRUCTION

TITLE	Time Employed by State Prior to Nov. 1, 1938 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
GENERAL COLLEGE				
General				
Dean	7	$ 800	$ 800	9
Secretary	2	1,400	1,500	12
Stenographer	.....	1,080	1,080	12
C-1, MAN AND THE SOCIAL WORLD				
Associate Professor	7	2,800	3,000	9
Assistant Professor	.....	1,350*	2,300	9
Assistant Professor	3	.....	2,300	9
Graduate Assistant	.....	450	450	9
Graduate Assistant	.....	420	450	9
C-2, MAN AND THE PHYSICAL WORLD				
Chairman and Professor (part-time)	12	2,000	2,200	9
Instructor	2	1,800	2,000	9

*—Also $750 from College of Arts and Sciences during 1938-39.

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed by Date Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
General College (Continued)				
Assistant Professor	2	$ 2,100	$ 2,300	9
Assistant Professor	.....	2,100	2,100	9
Student Assistant	.....	150	150	9
Student Assistant	.....	150	150	9
C-3, Reading, Speaking, and Writing				
Chairman and Professor	12	.....	400	9
Secretary	4	1,200	1,200	12
Assistant Professor	1	1,800	2,100	9
Assistant Professor	.....	2,100†	2,100	9
Instructor	.....	1,700†	1,800	9
Graduate Assistant	.....	450	450	9
Graduate Assistant	.....	450	450	9
C-4, Man and His Thinking				
Assistant Professor	.....	.....	2,400	9
Graduate Assistant	.....	450	450	9
Student Assistant	.....	300	300	9
Student Assistant	.....	300	300	9
C-5, The Humanities				
Assistant Professor	3	2,100	2,300	9
Assistant Professor	1	2,100	2,400	9
Instructor (part-time)	13	800	1,000	9
Instructor (part-time)	9	400	500	9
Assistant Professor	.....	.....	2,100	9
Graduate Assistant	.....	450	450	9
C-6, Man and the Biological World				
Associate Professor	.....	.....	2,700	9
Assistant Professor	1	1,600	.....	9
Assistant Professor	.....	.....	2,400	9
Instructor (part-time to full-time)	.....	800	1,800	9
Graduate Assistant	.....	450	450	9
Student Assistant	.....	300	300	9
		$ 34,350	$ 49,130	

†—Paid from Reserve in 1928-29.

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1938 Years	Salary Previous Year Rate	Total Salary Requested	Number Months Employed
GENERAL COLLEGE (Continued)				
GRADUATE SCHOOL				
Acting Dean		$ 5,000	$ 5,000	9
Secretary	7	1,500	1,600	12
Ten Graduate Council Assistants at $300 each		3,000	3,000	9
		$ 9,500	$ 9,600	
COLLEGE OF AGRICULTURE				
General Provost	17	$ 425	$ 425	12
Dean	8	5,400	5,400	12
Secretary	21	1,560	1,800	12
Stenographer (half to full-time)		600	1,025	12
Farm Manager	22	2,000	2,000	12
		$ 9,983	$ 10,648	
Agricultural Economics				
Professor of Agricultural Economics and Head of Department	12	250	250	12
Professor of Marketing	15	3,100	3,300	9
Associate Professor of Agricultural Economics	4	3,000	3,000	9
Graduate Assistant		450	450	9
		$ 6,800	$ 7,000	
Agricultural Engineering				
Professor Agricultural Engineering and Head of Department	19	3,000	3,000	9 Int.
Student Assistant		180	180	9
		$ 3,180	$ 3,180	
Agronomy				
Professor of Agronomy	9	2,761	3,000	9
Associate Professor				12
		$ 2,761	$ 3,000	

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
COLLEGE OF AGRICULTURE (Continued)				
Animal Husbandry				
Professor of Animal Husbandry and Head of Department	18	$ 1,700	$ 1,700	12 Int.
Professor of Animal Husbandry	26	3,300	3,300	9
Professor of Dairy Manufacturing	2	.....	.....	12
Professor of Animal Nutrition	9	600	600	12
Associate Professor Animal Nutrition	9	.....	.....	12
Assistant Professor of Dairy Husbandry	7	.....	.....	12
Assistant Professor of Animal Husbandry	10	500	500	12
Professor of Veterinary Science	5	500	500	12
Professor of Poultry Husbandry	14	.....	.....	12
Professor of Poultry Husbandry (part-time)	20	2,000	2,000	9
Assistant Professor of Poultry Husbandry	3	1,600	1,800	12
Student Assistant, Animal Husbandry	.....	180	180	9
Student Assistant, Poultry Husbandry	.....	180	180	9
Student Assistant, Poultry Husbandry	.....	180	180	9
		$ 10,740	$ 10,940	
Chemistry and Soils				
Professor of Soil Chemistry and Head of Department	12	.....	600	12
Professor of Soils	1	3,400	3,400	12
Associate Professor of Soils	18	.....	.....	12
Professor of Soils	14	.....	.....	12
Professor of Soil Biochemistry	12	.....	.....	12
Graduate Assistant	.....	450	450	9
		$ 3,850	$ 4,450	

11. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Per Year—Rate	Total Salary Recommended	Number Months Employed
COLLEGE OF AGRICULTURE (Cont'd)				
Botany—Including Bacteriology and Plant Pathology				
Professor of Plant Pathology and Head of Department	18	.....	$ 1,000	12
Professor of Botany	19	$ 3,050	3,050	9 Int.
Professor of Bacteriology	11	2,850	3,150	9
Professor of Plant Pathology	16	.....	1,740	12
Graduate Assistant, Botany	.....	450	450	9
Graduate Assistant, Bacteriology	.....	450	450	9
Student Assistant, Botany	.....	180	180	9
Student Assistant, Bacteriology	.....	180	180	9
Student Assistant, Bacteriology	.....	180	180	9
Student Assistant, Plant Pathology	.....	.....	180	9
		$ 7,340	$ 10,500	.....
Entomology				
Professor of Entomology and Head of Department	11	3,000	3,300	9
Assistant Professor Entomology	1	1,800	2,100	9
Graduate Assistant	.....	450	450	9
Student Assistant	.....	.....	180	9
		$ 5,250	$ 6,030	
Horticulture				
Professor of Horticulture and Head of Department	.....	4,000	4,000	12
Truck Horticulturist	4	.....	.....	12
Professor of Truck Horticulture	15	3,200	3,200	9
Assistant Professor Horticulture and in Charge of Greenhouse and Grounds	12	1,800	2,100	12
Graduate Assistant	.....	450	450	9
		$ 9,450	$ 9,750	

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1929 Years	Previous Year—Rate	Total Salary Recommended	Number Months Employed
COLLEGE OF AGRICULTURE (Cont'd)				
Forestry				
Professor of Forestry, Director School of Forestry	3	$ 4,300	$ 4,300	9
Professor of Forest Economics	1	4,000	4,000	9
Professor of Forest Pathology	16	500	1,000	9
Professor of Silviculture	.....	4,000	4,000	9
Assistant Professor of Forestry	2	2,200	2,200	9
Assistant Professor of Forestry	2	2,200	2,200	9
Forestry Teaching Fellowship in Ecology	.....	1,000	1,000	9
Forestry Teaching Fellowship in Cellulose	.....	1,000	1,000	9
Executive Clerk	2	1,000	1,000	12
Stenographer	1	900	900	12
Stenographer	1	900	900	12
Librarian	1	900	900	12
Janitor	1	480	480	12
Summer Forestry Camp				
Instructor during Camp	.....	800	800	3
Austin Carey Demonstration Forest				
Caretaker	.....	1,000	1,000	12
		$ 25,180	$ 25,680	
COLLEGE OF ARTS AND SCIENCES				
General				
Dean and Head Professor Chemistry	18	5,800	5,800	9
Assistant Dean and Professor of Mathematics	11	4,300	4,300	9
Secretary	3	1,600	1,800	12
Chief Clerk	18	1,400	1,500	12
		$ 13,100	$ 13,400	
Agricultural Chemistry				
Professor	17	$ 3,600	$ 3,600	9
Graduate Assistant	.....	450	450	9
		$ 4,050	$ 4,050	

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Received	Number Months Employed
COLLEGE OF ARTS AND SCIENCES (Continued)				
Ancient Languages				
Associate Professor on Special Status (part-time)	16	$ 1,248	$ 1,248	9
Bible				
Professor and Y.M.C.A. Secretary	14	2,961	3,061	9
Biology and Geology				
Head Professor	16	4,200	4,200	9
Professor	13	3,200	3,200	9
Professor	13	3,100	3,100	9
Assistant Professor	10	2,500	2,600	9
Instructor	6	1,800	1,900	9
Graduate Assistant	2	450	450	9
Graduate Assistant	2	450	450	9
Graduate Assistant	1	450	450	9
Student Assistant	1	150	150	9
Student Assistant	2	150	150	9
Student Assistant	1	150	150	9
		$ 16,600	$ 16,800	
Chemical Engineering				
Professor	16	$ 3,600	$ 3,600	9
Professor	.....	3,000	3,000	9
Graduate Assistant	.....	450	450	9
Student Assistant	1	150	150	9
		$ 7,200	$ 7,200	
Chemistry				
Professor	14	$ 3,425	$ 3,425	9
Professor	14	3,275	3,375	9
Professor	8	3,050	3,050	9
Associate Professor and Curator Drake Memorial Laboratory	13	2,800	2,900	12
Associate Professor and Associate Director Naval Stores Research	3	2,300	2,400	9

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1929 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
College of Arts and Sciences (Continued)				
Chemistry (Continued)				
Assistant to Curator	9	$ 1,200	$ 1,200	12
Graduate Assistant	5	450	450	9
Graduate Assistant	2	450	450	9
Graduate Assistant	3	450	450	9
Student Assistant	1	150	150	9
Student Assistant	1	100	100	9
Student Assistant	2	150	150	9
Student Assistant	1	150	150	9
Student Assistant	2	150	150	9
Student Assistant	2	150	150	9
		$ 18,250	$ 18,550	
English				
Head Professor	2	$ 4,000	$ 4,200	9
Professor (part-time) Special Status	33	2,284	2,284	9
Professor	19	3,400	3,400	9
Acting Professor	2	3,300	3,300	9
Associate Professor	10	2,700	2,700	9
Associate Professor	13	2,800	2,800	9
Assistant Professor	3	2,100	2,100	9
Assistant Professor	8	2,100	2,200	9
Assistant Professor	10	2,200	2,300	9
Assistant Professor	11	2,100	2,200	9
Assistant Professor	5	2,300	2,500	9
Assistant Professor	7	2,100	2,100	9
Instructor	3	2,000	2,100	9
Instructor	7	2,000	2,000	9
Graduate Assistant	.....	450	450	9
Part-Time Assistant Eminent Writer	.....	500	400	.....
		$ 36,334	$ 37,034	
French				
Head Professor	11	$ 3,200	$ 3,000	9
Associate Professor	11	2,650	2,650	9
Instructor	.....	1,800	2,000	9
		$ 8,150	$ 8,550	

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed By State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
COLLEGE OF ARTS AND SCIENCES (Continued)				
History and Political Science				
Head Professor	19	$ 4,200	$ 4,200	9
Professor	14	2,900	3,000	9
Assistant Professor	9	2,350	2,450	9
Assistant Professor	4	2,400	2,600	9
Assistant Professor	7	2,000	2,000	9
		$ 13,850	$ 14,250	
Journalism				
Head Professor	11	$ 3,400	$ 3,600	9
Assistant Professor	4	2,500	2,500	9
		$ 5,900	$ 6,100	
Mathematics				
Head Professor	20	$ 4,200	$ 4,200	9
Professor	11	3,400	3,500	9
Associate Professor	13	2,800	2,900	9
Associate Professor	9	2,500	2,700	9
Associate Professor	7	2,500	2,700	9
Associate Professor	10	2,450	2,600	9
Assistant Professor	11	2,200	2,200	9
Assistant Professor	8	2,050	2,150	9
Instructor	7	2,000	2,000	9
Instructor	4	1,950	2,150	9
Instructor	.....	1,500	1,500	9
Graduate Assistant	.....	450	450	9
		$ 28,000	$ 29,050	
Philosophy				
Head Professor	17	$ 4,200	$ 4,200	9
Student Assistant	1	150	150	9
		$ 4,350	$ 4,350	
Physics				
Head Professor	8	$ 4,200	$ 4,200	9
Professor	10	3,100	3,200	9

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
College of Arts and Sciences (Continued)				
Physics (Continued)				
Associate Professor	28	$ 2,800	$ 2,850	9
Assistant Professor	7	2,250	2,450	9
Instructor	9	2,015	2,165	9
Curator	16	1,150	1,150	12
Graduate Assistant	.....	450	450	9
Graduate Assistant	.....	450	450	9
Graduate Assistant	1	450	450	9
Student Assistant	.....	150	150	9
		$ 17,015	$ 17,515	
Psychology				
Head Professor and Director of the Bureau of Vocational Guidance and Mental Hygiene	12	3,200	3,400	9
Assistant Professor	11	2,450	2,450	9
Graduate Assistant	1	450	450	9
		$ 6,100	$ 6,300	
Bureau of Vocational Guidance and Mental Hygiene				
Assistant Professor	4	1,900	2,000	9
Student Assistant	.....	150	150	9
Student Assistant	.....	150	150	9
		$ 2,200	$ 2,300	
Sociology				
Head Professor	18	$ 3,700	$ 3,700	9
Instructor (part-time)	.....	1,150	1,150	9
		$ 4,850	$ 4,850	
Spanish and German				
Assistant Professor and Acting Head	11	$ 2,300	$ 2,500	9
Associate Professor	25	2,800	2,850	9

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1958 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
COLLEGE OF ARTS AND SCIENCES (Continued)				
Spanish and German (Continued)				
Instructor	9	$ 1,900	$ 1,900	9
Instructor	1	1,700	1,800	9
Graduate Assistant	.....	400	.....	.....
		$ 9,100	$ 9,050	
Speech				
Head Professor	9	$ 3,150	$ 3,350	9
Associate Professor	8	2,600	2,750	9
Instructor	3	1,900	2,050	9
Instructor (part-time to full-time)	1	1,400	1,600	9
		$ 9,050	$ 9,750	
L. M. Drake Memorial Laboratory				
Curator	13	.....	.....	.....
Technician	.....	1,600	1,700	12
Naval Stores Research				
Associate Research Director (Summer)	3	500	500	2
Research Assistant	1	600	600	12
Research Assistant	1	600	600	12
Research Assistant	2	600	600	12
Research Assistant	3	600	600	12
		$ 2,900	$ 2,900	
SCHOOL OF PHARMACY				
General				
Director and Head Professor Pharmacognosy and Pharmacology	11	4,100	4,200	9
Stenographer	1	1,100	1,100	12
		$ 5,200	$ 5,300	

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
COLLEGE OF ARTS AND SCIENCES (Continued)				
Pharmacognosy and Pharmacology				
Instructor	2	$ 2,000	$ 2,200	9
Graduate Assistant	.....	450	450	9
Graduate Assistant	.....	450	450	9
Gardener	.....	600	600	12
Extra Garden Labor	.....	75	75	.....
		$ 3,575	$ 3,775	
SCHOOL OF PHARMACY				
Pharmacy				
Head Professor	15	$ 3,725	$ 3,725	9
Professor	10	3,325	3,500	9
Graduate Assistant	1	450	450	9
Graduate Assistant	.....	450	450	9
		$ 7,950	$ 8,125	
SOCIAL ADMINISTRATION*				
Professor of Social Administration	.....	.....	$ 3,500	9
Field Work Supervisor	.....	.....	2,700	9
Secretary (part-time)	.....	.....	270	9
		.....	$ 6,470	
COLLEGE OF BUSINESS ADMINISTRATION				
General				
Dean and Head Professor of Economics	12	$ 5,800	$ 5,800	9
Executive Secretary	.....	2,000	1,700	12
		$ 7,800	$ 7,500	
Economics and Business Administration				
Professor of Economics and Statistics	10	$ 3,600	$ 3,600	9

*—Appointments to be made later date.

41. RESIDENT INSTRUCTION (Continued)

TITLE	Total Employed to Date Prior to Nov. 1, 1938 Year	Salary Rate Per Year Rate	Total Salary Rate Year	Number Months Employed
COLLEGE OF BUSINESS ADMINISTRATION (Continued)				
Professor of Economics and Insurance	3	$ 3,600	$ 3,600	9
Professor of Economics	8	3,600	3,600	9
Professor of Accounting	3	3,200	3,200	9
Professor of Economics	14	3,000	3,200	9
Associate Professor of Economics and Public Finance, Director Bureau of Economic and Business Research	7	2,900	3,000	9
Associate Professor of Finance	10	2,900	3,000	9
Associate Professor of Business Law and Economics	13	2,900	2,900	9
Associate Professor of Insurance and Realty Management	6	2,600	2,600	9
Associate Professor of Economics	1	2,600	2,600	9
Associate Professor of Accounting	5	2,600	2,500	9
Assistant Professor of Economics	5	2,400	2,400	9
Assistant Professor of Economic Geography	7	2,400	2,400	9
Assistant Professor of Economics and Marketing		2,400	2,500	9
Instructor of Accounting	1	1,200	1,800	9
Assistant Professor of Economics			2,400	9
Instructor in Economics			1,800	9
Assistant Instructor in Accounting		500	500	9
Assistant Instructor in Accounting (two-third time)		900	500	9
Graduate Assistant			600	9
Graduate Assistant			600	9
Graduate Assistant			600	9
Stenographer (part-time)	2	480	480	12
Student Assistant		165	165	9
Student Assistant		165	165	9
Student Assistant		165	165	9
Student Assistant		165	165	9
Research Assistant		300	300	9
		$ 44,630	$ 51,580	

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed by State Prior to Nov. 2, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
College of Engineering				
General				
Dean and Head Professor of Electrical Engineering and Director of Engineering Experiment Station	18	$ 5,000*	$ 5,250	12
Secretary and Placement Officer	11	1,700	1,750	12
Clerk of College	5	1,200	1,350	12
		$ 7,900	$ 8,350	
Civil Engineering				
Professor and Head of Department	18	$ 4,000	$ 4,200	9
Associate Professor	13	2,800	2,900	9
Assistant Professor	9	2,400	2,600	9
Graduate Assistant	.....	450	450	9
Graduate Assistant	.....	450	450	9
		$ 10,100	$ 10,600	
Industrial Engineering				
Professor and Head of Department	11	3,800	4,000	9
Assistant Professor and Curator, Photographic Laboratory	1	2,100	2,300	9
		$ 5,900	$ 6,300	
Mechanical Engineering				
Professor and Head of Department, Campus Engineer	3	$ 4,300	$ 4,300	9
Professor of Drawing	24	3,000	3,000	9
Professor	10	3,000	3,000	9
Associate Professor	16	2,400	2,500	9
Professor (part-time)	29	637	637	9
Associate Professor	7	2,600	2,600	9
Assistant Professor	5	2,000	2,200	9
Technician	.....	1,800	1,800	12
Graduate Assistant	.....	450	450	9
		$ 20,187	$ 20,487	

* Includes $500 Special Summer Work.

II. RESIDENT INSTRUCTION (Continued)

TITLE	Men Employed by Name (Nov. 1, 1[illegible] Year)	Salary Previous Year—Rate	Total Salary Rate Annual	Number Months (Ex. Sum)
College of Engineering (Cont'd)				
Electrical Engineering				
Associate Professor	6	$ 2,600	$ 2,600	9
Associate Professor	6	2,600	2,600	9
Assistant Professor	12	2,400	2,300	9
Graduate Assistant			650	9
		$ 7,600	$ 9,650	
School of Architecture and Allied Arts				
General				
Director and Professor	13	4,000	4,000	9
Secretary	5	1,200	1,600	12
		$ 5,500	$ 5,600	
Architecture				
Associate Professor	1	$ 2,700	$ 2,700	9
Associate Professor	12	1,900	2,500	9
Assistant Professor	9	2,250	2,200	9
Assistant Professor	1	2,250	2,500	9
		$ 9,100	$ 9,900	
Painting				
Assistant Professor		$ 1,600	$ 2,250	9
Graduate Assistant		450	450	9
Stenographer (part-time)	1	275	275	12
		$ 2,325	$ 2,975	
College of Law				
General				
Dean and Professor	29	$ 5,000	$ 5,000	9
Executive Secretary	9	1,800	2,000	12
Librarian	1	900	1,800	9
		$ 7,700	$ 8,800	
Instruction				
Professor	19	$ 4,200	$ 4,200	9
Professor	23	4,200	4,500	9

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
COLLEGE OF LAW (Continued)				
Instruction (Continued)				
Professor	15	$ 3,400	$ 3,600	9
Professor	14	3,700	3,800	9
Professor	10	3,700	3,800	9
Summer School Instruction	.....	1,000	1,000	.....
		$ 20,300	$ 20,900	
COLLEGE OF EDUCATION				
General				
Dean and Professor of Education	22	$ 4,500	$ 4,600	9
Administrative Assistant	8	1,850	$ 2,000	12
		$ 6,350	$ 6,600	
Education				
Chairman, C-3, General College	12	$ 3,400	$ 3,400	9
Professor of Public School Administration (Special status)	20	1,537	1,537	9
Professor of Supervised Teaching and Director of Educational Research	7	4,000	4,000	9
Professor of Secondary Education and Dean General College	7	4,000	4,000	9
Professor of Education	.....	3,046	3,046	9
Professor of Education and Assistant Dean in Charge of Laboratory School	10	3,400	3,400	9
Secretary, Bureau of Educational Research	1	1,200	1,200	12
Professor of Health and Physical Education	8	3,000	3,100	9
Professor of Education	.....	.....	3,000	9
		$ 23,603	$ 26,903	
Agricultural Education				
Professor of Agricultural Education	11	$ 3,600	$ 3,700	12
Associate Professor of Agricultural Education	3	3,000	3,000	12

II. RESIDENT INSTRUCTION (Continued)

TITLE	Year Employed by State Prior to Nov. 1, 1928 Fiscal	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
COLLEGE OF EDUCATION (Continued)				
Agricultural Education (Continued)				
Professor of Agricultural Education and Itinerant Teacher Trainer in Agricultural Education	5	$ 3,300	$ 3,400	12
Associate Professor of Agricultural Education (assigned to Laboratory School)	1	3,000	3,000	12
Assistant Professor and Itinerant Teacher Trainer in Agricultural Education	1	2,700	2,850	12
		$ 15,600	$ 15,950	
P. K. YONGE LABORATORY SCHOOL				
Administrative				
Secretary, Laboratory School	2	$ 1,200	$ 1,320	12
Stenographer		900	900	10
		$ 2,100	$ 2,250	
Teaching Staff				
Assistant Instructor in Kindergarten Education	3	$ 500	$ 600	9
Instructor in Kindergarten Education	4	1,500	1,550	9
Instructor in Elementary Education, Assigned to First Grade	4	1,500	1,550	9
Instructor in Elementary Education, Assigned to Second Grade	8	1,500	1,550	9
Instructor in Elementary Education, assigned to Third Grade	2	1,400	1,500	9
Instructor in Elementary Education, assigned to Fourth Grade	4	1,500	1,550	9
Instructor in Elementary Education, assigned to Fifth Grade	2	1,400	1,500	9
Instructor in Elementary Education, assigned to Sixth Grade	3	1,500	1,550	9

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed Next Year
COLLEGE OF EDUCATION (Continued)				
P. K. Yonge Laboratory School (Continued)				
Teaching Staff (Continued)				
Assistant Professor of English Education	4	$ 1,800	$ 1,800	9
Instructor in English Education	4	1,400	1,500	9
Instructor in English Education	4	1,400	1,500	9
Assistant Professor of Integrated Education	4	1,800	1,800	9
Assistant Professor of Foreign Language Education	4	2,100	2,200	9
Instructor in Home Economics Education	1	2,000	2,000	9
Assistant Professor of Industrial Education (assigned to College of Education)	4	2,200	2,200	9
Librarian and Instructor in Education (part-time); State Department Public Instructor (part-time)	4	800	800	9
Assistant in Library		700	850	9
Assistant to Professor of Music Education	4	1,800	1,800	9
Assistant Professor of Science Education	4	2,200	2,200	9
Assistant Professor of Business Education	4	2,000	2,100	9
Assistant Professor of Social Science Education	2*	2,000	2,100	9
Assistant Professor of Core Curriculum Education	3	2,000	2,100	9
Assistant Professor of Social Science Education	2	1,500	1,650	9
Assistant Professor of Mathematics Education	4	2,200	2,200	9
Assistant Professor of Industrial Arts Education	1	2,000	2,100	9
Instructor in Physical Education for Boys	2	1,500	1,650	9
Instructor in Physical Education for Girls		1,500	1,550	9

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed by State Prior to Jan. 1, 1949 Years	Salary Particular Year—Rate	Total Salary Encumbered	Number Months Employed
College of Education (Continued)				
P. K. Yonge Laboratory School (Continued)				
Teaching Staff (Continued)				
Instructor in Science Education	2	$ 1,400	$ 1,300	9
Instructor in Practical and Fine Arts Education	3	1,400	1,550	9
School Nurse and Instructor in Health and Physical Education	2	1,400	1,450	9
Instructor in Core Curriculum Education	7	1,600	1,650	9
Instructor in Dietetics Education, in Charge of Cafeteria	2	1,150	1,300	9
Graduate Assistant in Music		100		9
		$ 30,250	$ 32,900	
Department of Athletic and Physical Education				
Director of Athletics and Head Coach of Football	2	3,000	$ 3,000	12
Assistant Coach of Football and Head Coach of Baseball	2	3,000	3,000	12
Assistant Coach of Football and Head Coach of Basketball	2	1,300	1,300	12
Assistant Coach of Football and Coach of Boxing	5	1,100	1,100	12
Assistant Coach of Football and Director Physical Education and Intramurals	7	2,800	2,000	10
Assistant Director of Athletics and Coach of Track	2	2,400	2,400	12
Secretary	12	1,600	1,600	12
Coach of Swimming	8	2,000	2,000	10
Trainer	2	900	900	12
Assistant Coach	2	400	400	12
Publicity Director	11	500	500	10
Assistant Coach of Football			2,100	10
		$ 19,000	$ 21,500	

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed in Multiples Prior to Nov. 1, 1926 Years	Salary Previous Year — Rate	Total Salary Recommended	Number Months Employed
MILITARY DEPARTMENT*				
Professor of Military Science and Tactics		$ 490	$ 490	9
Assistant Professor		220	220	9
Assistant Professor		180	180	9
Assistant Professor		220	220	9
Assistant Professor		180	180	9
Assistant Professor		195	195	9
Assistant Professor		195	195	9
Assistant Professor		195	195	9
Assistant Professor		225	225	9
Assistant Professor		200	200	9
Assistant Professor		200	200	9
Assistant Professor		200	200	9
Chief Clerk		150	150	9
Stable Sergeant		120	120	9
Motor Sergeant		120	120	9
Supply Assistant		24	24	9
Supply Sergeant		120	120	9
Stable Assistant		24	24	9
Stable Assistant		24	24	9
Stable Assistant		24	24	9
Stable Assistant		24	24	9
Stable Assistant		24	24	9
Stable Assistant		24	24	9
Stable Assistant		24	24	9
Stable Assistant		24	24	9
Stable Assistant		24	24	9
Stable Assistant		24	24	9
Stable Assistant		24	24	9
Stable Assistant		24	24	9
Stable Assistant		24	24	9
Supply Assistant		24	24	9
Clerk and Stenographer		840	840	12
		$ 4,410	$ 4,410	
DEPARTMENT OF MUSIC				
Assistant Professor	7	$ 2,200	$ 2,400	9
Assistant Professor Glee Club	12	2,200	2,400	9

* Appointments to be made at a later date.

II. RESIDENT INSTRUCTION (Continued)

TITLE	Year Employed by State Prior to Nov. 1, 1939 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
DEPARTMENT OF MUSIC (Cont'd)				
Organist	13	$ 600	$ 600	9
Band Assistant		1,000	1,000	9
Orchestra Assistants		700	700	9
Glee Club Assistants		700	700	9
		$ 7,400	$ 7,800	
SUMMER SCHOOL				
Administrative*				
Director and Professor of Education		$ 1,000	$ 1,000	3
Dean of Women		290	290	1½
Assistant to Dean of Women; Acting Dean Second Term		330	330	3
Administrative Assistant, Office of Dean of Students		165		
Graduate Assistant, Director's Office		100	100	3
Extra Help, Office of the Business Office		700	700	3
Extra Help, Office of the Registrar		500	700	3
Student Assistants, Florida Union		400	400	3
Secretary, Office of the Director			1,200	12
		$ 3,485	$ 4,720	
EDUCATION*				
Dean and Professor of Education		$ 900	$ 900	3
Professor of Education		400	400	1½
Professor of Education		900	900	3
Professor of Education (half-time Arts and Sciences First Term)		800	800	3
Professor of Education		750	750	3
Professor of Education (Acting Dean, College of Arts and Sciences)		450	450	1½
Professor of Elementary Education		375	375	1½
Professor of Elementary Education		375	375	1½

* Appointments to be made at later date.

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
SUMMER SCHOOL (Continued)				
Education (Continued)				
Assistant Professor of Education		$ 350	$ 350	1½
Assistant Professor of Education		200	200	3
Assistant Professor of Education		600	600	3
Assistant Professor of Education		600	600	3
Assistant Professor of Education		650	650	3
Assistant Professor of Education		350	350	1½
Assistant Professor of Education		200	200	3
Assistant Professor of Education		300	300	1½
Assistant Professor of Education		300	300	1½
Assistant Professor of Elementary Education		600	600	3
Professor of Elementary Education		375	375	1½
Assistant Professor of Elementary Education		350	350	1½
Assistant Professor of Elementary Education		300	300	1½
Professor of Health and Physical Education		375	375	1½
Assistant Professor of Health and Physical Education		350	350	1½
Instructor in Health and Physical Education for Girls		300	300	1½
Professor of Agricultural Education (part-time)		150	150	1½
Assistant Professor of Industrial Arts Education		700	700	3
Instructor in Public School Art		225	225	1½
Instructor in Public School Art		250	250	1½
Assistant Professor of School Music		600	600	3
Instructor in School Music		200	200	3
Instructor in Hand Writing		200	200	3
Instructor in Business Education		400	400	3
Student Assistant in Education		100		
Student Assistants in Education		200	620	3
To Replace Visiting Professors in Education (Carothers, Stone, Eddy)			200	3
		$ 15,175	$ 16,195	

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
SUMMER SCHOOL (Continued)				
Laboratory School*				
Instructor in Kindergarten Education	.....	$ 300	$ 300	1½
Assistant Instructor in Kindergarten Education	.....	200	200	1½
Instructor in Elementary Education assigned to First and Second Grades	.....	300	300	1½
Instructor in Elementary Education assigned to Third and Fourth Grades	.....	300	300	1½
Instructor in Elementary Education assigned to Fifth and Sixth Grades	.....	300	300	1½
Librarian, P. K. Yonge School	.....	450	450	3
		$ 1,850	$ 1,850	
Graduate School*				
Dean of Graduate School and Professor of Greek and Latin	.....	900	900	3
General College*				
Chairman C-1, Professor of Economic Geography	.....	800	800	3
Associate Professor C-1 and History and Political Science	.....	400	400	1½
Assistant Professor C-1 and History and Political Science	.....	700	700	3
Associate Professor C-2	.....	700	700	3
Assistant Professor C-2 (part-time)	.....	350	350	3
Acting Chairman and Assistant Professor C-3	.....	700	700	3
Instructor C-3	.....	600	600	3
Instructor C-3 (part-time)	.....	125	125	1½
Instructor C-Eh 33-34 (part-time)	.....	325	325	3

*—Appointments to be made at later date.

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1908 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
SUMMER SCHOOL (Continued)				
General College (Continued)				
Dean, General College; Professor C-41		$ 450	$ 450	1½
Assistant Professor C-5		325	325	1½
Special Lecturer C-5		200	200	3
Instructor C-5 and Music Appreciation; University Organist ($112.50 First Term, $325 Second Term)		437.50	437.50	3
Assistant Professor C-6		750	750	3
Instructor C-6		275	275	1½
Instructor C-6		450	450	3
Instructor C-6		275	275	1½
		$7,862.50	$7,862.50	
College of Arts and Sciences				
Administrative*				
Dean and Professor of Chemistry		$ 450	$ 450	1½
Biology*				
Professor of Biology		$ 375	$ 375	1½
Graduate Assistant in Biology		50	50	1½
Chemistry*				
Professor of Chemistry		$ 600	$ 600	1½
Professor of Chemistry		375	375	1½
Assistant Professor (half time)		175	175	1½
Graduate Assistant		75	75	1½
English*				
Head Professor of English		$ 600	$ 600	1½
Professor of English		400	400	1½
Professor of English		400	400	1½
Professor		400	400	1½
Professor of English		750	750	3
Associate Professor of English		350	350	1½
Associate Professor of English		350	350	1½
Assistant Professor of English		325	325	1½

*—Appointments to be made at later date.

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Received	Number Months Employed
SUMMER SCHOOL (Continued)				
College of Arts and Sciences (Cont'd)				
English (Continued)				
Assistant Professor of English		$ 325	$ 325	1½
Assistant Professor of English		325	325	1½
Instructor in English (half-time C-3)		300	300	1½
Instructor in English		300	300	1½
Graduate Assistant (half-time)		100	100	3
Graduate Assistant (half-time)		100	100	3
French*				
Head Professor of French		$ 400	$ 400	1½
Instructor in French		300	300	1½
History and Political Science*				
Head Professor of History and Political Science		$ 800	$ 800	3
Professor of History		700	700	3
Associate Professor of History and Political Science			350	1½
Assistant Professor of History and Political Science		650	650	3
Assistant Professor C-1 and History and Political Science (half-time First Term General College)		700	700	3
Assistant Professor of History and Political Science		600	600	3
Assistant Professor C-1 and History and Political Science		400	400	1½
Mathematics*				
Professor of Mathematics (half-time C-12)		$ 400	$ 400	1½
Associate Professor of Mathematics		375	375	1½
Associate Professor of Mathematics		375	375	1½

* Appointments to be made at later date.

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1938 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
SUMMER SCHOOL (Continued)				
College of Arts and Sciences (Cont'd)				
Mathematics (Continued)				
Assistant Professor of Mathematics		$ 350	$ 350	1½
Instructor in Mathematics		300	300	1½
Instructor in Mathematics		300		
Instructor in Mathematics (half-time)		150	150	1½
Philosophy*				
Head Professor of Philosophy		$ 400	$ 400	1½
Physics*				
Professor of Physics		$ 375	$ 375	1½
Instructor in Physics		325	325	1½
Psychology*				
Head Professor of Psychology		$ 400	$ 400†	1½
Assistant Professor of Psychology		350	350	1½
Assistant Professor of Psychology		325	325	1½
Sociology*				
Head Professor of Sociology		$ 400	$ 400	1½
Instructor in Sociology (part-time First Term $75; full-time Second, $300)		375	375	3
Spanish*				
Associate Professor		$ 350	$ 350	1½
Assistant Professor and Acting Head of Department		325	325	1½
Speech*				
Professor of Speech		$ 725	$ 725	3
Associate Professor of Speech		350	350	1½
Instructor in Speech		250	250	1½

* Appointments to be made at later date.

† To alternate with Professorship in Pharmacy, $400. Psychology to be offered in the Summer Session of 1939 and Pharmacy in 1940.

II. RESIDENT INSTRUCTION (Continued)

TITLE	Date Employed to Date Prior to Nov. 1, 1939 Year	Salary Payment Year — Rate	Total Salary Rate Recommended	Number Months Employed
SUMMER SCHOOL (Continued)				
College of Arts and Sciences (Cont'd)				
Pharmacy*				
Director, School of Pharmacy and Professor of Pharmacognosy and Pharmacology		$ 4000†		
		$ 18,875	$ 18,525	
COLLEGE OF AGRICULTURE*				
Dean and Professor of Horticulture		$ 600		
Professor of Botany		350	350	1½
Associate Professor of Agricultural Economics (part-time)		250	250	1½
Instructor in Poultry Husbandry		250	250	1½
		$ 1,450	$ 850	
COLLEGE OF BUSINESS ADMINISTRATION*				
Dean and Professor of Economics (half-time General College)		$ 450	$ 450	1½
Acting Dean and Professor of Economics (half-time General College)		450	450	1½
Professor of Economics		600	600	1½
Professor of Statistics and Economics		600	600	1½
Associate Professor of Finance		375	375	1½
Associate Professor of Economics and Foreign Trade		375	375	1½
Associate Professor of Economics and Business Law		350	350	1½
Assistant Professor of Economics		325	325	1½
Assistant Professor of Economics		325	325	1½
Assistant Professor of Accounting		675	675	3
		$ 4,125	$ 4,125	

*—Appointments to be made at later date.

†—To also rate with Professorship in Psychology, $2000. Psychology to be offered in the Summer Session of 1939 and Pharmacy in 1940.

II. RESIDENT INSTRUCTION (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1920 Term	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
SUMMER SCHOOL (Continued)				
COLLEGE OF ENGINEERING*				
Assistant Professor, in Charge of Camp		$ 350	$ 350	1½
Student Assistant in Civil Engineering		100	100	1½
		$ 450	$ 450	

III. EXTENSION

TITLE	Time Employed by State Prior to Nov. 1, 1920 Term	Previous Year—Rate	Total Salary Recommended	Number Months Employed
GENERAL EXTENSION DIVISION				
General				
Dean and Professor of Extension Teaching	19	$ 4,700	$4,900	12
Correspondence Study				
Associate Professor and Supervisor of Correspondence Study	15	$ 3,300	$ 3,300	12
Office Secretary and Assistant	8	1,080	1,080	12
Stenographer	7	1,080	1,080	12
Record Clerk		720	1,080	12
		$ 6,180	$ 6,540	
Class and Short Courses				
Instructor and Assistant*	9	$ 2,100	$ 2,100	12
Associate Professor	11	2,400	2,400	12
Associate Professor of Extension Teaching	10	2,500	2,500	10
Stenographer and Correspondence Clerk	6	972	1,080	12
		$ 7,972	$ 8,430	

*—Appointments to be made at a later date.

III. EXTENSION (Continued)

TITLE	Time Employed by State Prior to Aug. 1, 1935 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
GENERAL EXTENSION DIVISION				
Information and Service				
Head of Department	10	$ 2,100	$ 2,100	12
Mimeograph and Visual Aids Equipment Operator	10	900	1,200	12
Clerk, Stenographer and Office Assistant	2	880	1,080	12
Stenographer		900	900	10
Certification Assistant and Instructor; Registrar, Short Courses	5	1,800	2,100	12
		$ 6,700	$ 7,140	
For Instruction, Organization and Promotion of Short Courses			$ 2,800	
Fees to Instructors for Grading Papers and Teaching Extension Classes		$ 25,000	$ 31,500	
Institute of Inter-American Affairs				
Acting Director, Institute Inter-American Affairs and Professor Economic Geography	9	$ 3,300	$ 3,300	9
Welaka Project Administration*				
Manager			$ 3,600	12
Assistant Professor of Biology			2,200	12
Stenographer, Clerk			900	12
			$ 6,700	

*Appointments to be made at later date.

IV. LIBRARY AND MUSEUM

TITLE	Time Employed by State Prior to Nov. 1, 1929 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
LIBRARY				
Acting Librarian	11	$ 3,200	$ 3,500	12
Assistant Librarian and Head of Reference Department	1	2,200	2,400	12
Head of the Catalog Department	8	2,300	2,300	12
Head of the Circulation Department		2,300	2,200	12
Document Librarian and Reference Assistant	4	1,462.50	1,800	12
Periodicals and Binding Assistant	4	1,800	1,800	12
Order Librarian	1	1,500	1,800	12
Cataloguer Assistant		1,687.50	1,600	12
Cataloging Assistant			1,500	12
Order and Cataloging Assistant			1,400	12
Circulation Assistant	1	1,200	1,600	12
Secretary	1	1,080	1,080	12
Desk Assistants (Students)		6,250	7,000	9
Summer School Desk Assistants (Students)		2,000	2,900	3
		$26,980	$ 32,880	
MUSEUM				
Director	24	$ 2,538	$ 2,700	12
Secretary		1,200	1,200	12
Preparator			1,800	12
Preparator			1,800	12
Night Guard and Janitor			600	12
		$ 3,738	$ 8,100	
DOE COLLECTION LOCATED P. K. YONGE LABORATORY SCHOOL				
Curator	7	$ 1,500	$ 1,500	12

V. GENERAL SUPERVISION

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Receipts, month	Number Months Employed
JANITOR SERVICE				
Superintendent of Janitors and Assistant to Superintendent Buildings and Construction (Special Status)	23	$ 2,100	$ 1,000	12
Special Campus Messenger	3	900	1,080	12
Mechanic's Helper	4	720	840	12
Janitor Seagle Building		460*	480	12
Janitor Seagle Building	1	480*	480	12
Janitor and Custodian Auditorium	5	600	720	12
Janitor Peabody Hall	5	540	570	12
Janitor Language Hall	12	540	570	12
Janitor Language Hall	1	540	570	12
Janitor Military	2	540	570	12
Janitor P. K. Yonge School	2	540	570	12
Janitor P. K. Yonge School	19	540	570	12
Janitor P. K. Yonge School	1	540	570	12
Janitor Chemistry-Pharmacy Building	13	480	540	12
Janitor Chemistry-Pharmacy Building	10	480	540	12
Janitor Library	2	480	540	12
Janitor Benton Hall	3	480	540	12
Janitor Engineering Building	10	480	540	12
Janitor Science Hall	1	480	540	12
Janitor Agricultural College	1	480	540	12
Janitor Law College	9	480	540	12
Janitor Gymnasium	9	480	540	12
Janitor "A" Buckman Hall	10	480	540	12
Student Janitor Library		250	250	10
Student Janitor Library		250	250	10
Student Janitor Post Office		156	156	12
Truck Driver	11	600	600	12
Truck Driver	5	600	600	12
Assistant Military Property Custodian and University Marshal	9	1,400	1,400	12
Clerk to Assistant Military Property Custodian and Special Policeman		900	1,080	12

*—Paid from Seagle Funds in 1928-29.

V. GENERAL SUPERVISION (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1938 Years	Salary Previous Year—Rate	Total Salary Earned	Number Months Employed
JANITOR SERVICE (Continued)				
Night Watchman	20	$ 1,080	$ 1,080	12
Day Watchman		600	600	12
Night Watchman P. K. Yonge School	2	600	600	12
Night Watchman Seagle Building	1	600*	600	12
Special Policeman		420	420	12
Additional Janitors		124	1,100	
		$ 21,480	$ 23,106	
MAINTENANCE AND UPKEEP				
Superintendent of Buildings and Construction	2	$ 2,700	$ 3,000	12
Office Assistant		720	721	12
Plumber	9	1,200	1,300	12
Carpenter	15	900	900	12
Carpenter	4	1,200	1,300	12
Carpenter	5	1,080	1,200	12
Superintendent of Painting	8	1,512	1,512	12
Mechanic and Fireman, P. K. Yonge Laboratory School	7	960	960	12
Mechanic Seagle Building	5	1,200*	1,320	12
		$ 11,532†	$ 12,273	
GROUNDS				
Superintendent	11	$ 2,400	$ 2,700	12
ELECTRICAL MAINTENANCE				
Electrician	3	$ 2,100	$ 2,310	12
Assistant Electrician	1	1,680	1,848	12
Assistant Electrician	4	1,200	1,320	12
Clerk		600	660	12
		$ 5,580	$ 6,138	
HEAT, LIGHT AND POWER				
Superintendent of Heating Plant	11	$ 1,800	$ 1,950	12
Heating Plant Mechanic	11	1,200	1,200	12
Heating Plant Mechanic		1,200	1,200	12
Fireman	6	600	600	12
Fireman	6	600	600	12
		$ 5,400‡	$ 5,550	

*—Paid from Seagle Funds in 1938-39.

†—$5,400 transferred to Heat, Light, and Power.

‡—Transferred from Maintenance and Upkeep.

NECESSARY AND REGULAR EXPENSES*

I. GENERAL ADMINISTRATIVE

DESCRIPTION	Expenditures from 7-1-27 to 6-30-28	REQUESTED	
		1 Year	2 Years
General			
Printing University Catalog, Directory, Schedule of Courses, Research Publications, etc.	$ 5,773.55	$ 10,000	$ 20,000
Travel Expense, Deans and Heads of Departments	2,312.59	3,600	7,200
Travel Expense, Lecturers and Speakers	1,032.21	1,200	2,400
Expense in Connection with Workmen's Compensation, as Required under Chapter 17481, Laws of Florida	163.73	1,000	2,000
Rental of Tabulating Equipment	3,204.49	3,600	7,200
Special and Miscellaneous Expenses, paid from Incidental Receipts	8,188.49	.....	.....
		$ 19,400	$ 38,800
President's Office			
Office Expense and Equipment	$ 1,595.73	$ 1,500	$ 3,000
President's Contingent Fund, including Upkeep of Auto and House Rent $1,200	1,298.35	1,890	3,780
		$ 3,390	$ 6,780
Office of the Business Manager			
Equipment	$ 2,565.72	$ 3,000	$ 6,000
Office Supplies and Additional Expense	2,553.22	2,000	4,000
Premium on Bonds, Labor, etc.	801.01	1,000	2,000
General Printing and Office Bulletin	692.11	1,000	2,000
		$ 7,000	$ 14,000
Telephone Exchange			
Rental Equipment and Upkeep and Maintenance on Lines, University Property	2,417.77	$ 2,200	$ 4,400

*—Due to the financial situation in the state, certain Necessary and Regular Expense Items and Commitments were held up from the first year of the Biennium until the second year.

I. GENERAL ADMINISTRATIVE (Continued)

DESCRIPTION	Expenditures from 7-1-37 to 4-30-38	REQUESTED 1 Year	REQUESTED 2 Years
DEAN OF STUDENTS' OFFICE			
Office Supplies and Equipment	$ 793.26	$ 1,000	$ 2,000
OFFICE OF THE REGISTRAR			
Mailing, Office Supplies, and Equipment	$ 5,378.17	$ 8,000	$ 16,000
Commencement Expense	2,741.50	3,000	6,000
		$ 11,000	$ 22,000
BOARD OF EXAMINERS			
Printing Forms, Comprehensive Examinations and High School Testing Program	$ 2,504.77	$ 3,684	$ 7,368
PUBLICITY DEPARTMENT			
Office Supplies, Equipment	$ 1,158.48	$ 1,500	$ 3,000
SCHOLARSHIPS			
Miscellaneous Awards	.....	$ 3,000	$ 6,000

II. RESIDENT INSTRUCTION

DESCRIPTION	Expenditures from 7-1-37 to 4-30-38	REQUESTED 1 Year	REQUESTED 2 Years
GENERAL COLLEGE			
Office Supplies, Stationery, Mimeographing, etc.	$ 1,428.16	$ 1,400	$ 2,800
Supplies and Equipment for Comprehensive Courses	2,541.66	$ 3,000	$ 6,000
Books to be Purchased for Comprehensive Courses and Placed in Library	$ 2,300.11	$ 2,000	$ 4,000
		$ 6,400	$ 12,800

II. RESIDENT INSTRUCTION (Continued)

DESCRIPTION	Expenditures from 7-1-37 to 6-30-38	RECEIPTED 1 Year	RECEIPTED 2 Years
GRADUATE SCHOOL			
Printing, Postage, and Office Supplies	$ 300.34	$ 300	$ 600
Books, Periodicals, etc.	3,516.73	4,700	9,400
Equipment for Research	354.74	1,500	3,000
		$ 6,500	$ 13,000
COLLEGE OF AGRICULTURE			
General			
Office Supplies, Equipment, and Material for Office and College Farm	$ 5,151.67	$ 4,497	$ 8,994
General Upkeep			
Scientific Supplies and Equipment for the Following Departments:			
Agricultural Economics	$ 1,071.16	$ 1,200	$ 2,400
Agricultural Engineering	397.84	700	1,400
Agronomy	676.50	600	1,200
Animal Husbandry	4,314.17	4,000	8,000
Botany	1,013.24	2,000	4,000
Chemistry and Soils	676.50	600	1,200
Entomology	1,496.74	1,400	2,800
Horticulture	2,118.94	2,300	4,600
		$ 12,800	$ 25,600
SCHOOL OF FORESTRY			
Building Improvements	$10,944.72	.....	.....
Material and Supplies	3,503.25	.....	.....
Travel	382.95	$ 400	$ 800
Books and Periodicals	337.67	200	400
Postage, Telegrams, Stationery, Office Supplies	582.17	500	1,000
Equipment	3,920.75	3,000	6,000
Summer Maintenance, Construction and Equipment	680.62	1,300	2,600
Austin Cary Forest Maintenance	759.59	1,120	2,240
Welaka Forest Project Maintenance	.....	300	600
		$ 6,820	$ 13,640

II. RESIDENT INSTRUCTION (Continued)

DESCRIPTION	Expenditures from 7-1-32 to 6-30-33	REQUESTED	
		1 Year	2 Years
College of Arts and Sciences			
General			
Office Supplies, Equipment	$ 805.15	$ 1,350	$ 2,700
General Upkeep			
Scientific Supplies and Equipment for the Following Departments:			
Agricultural Chemistry	$ 814.37	$ 900	$ 1,800
Bible	2.00	25	50
Biology	2,660.80	3,650	7,300
Chemical Engineering	700.34	900	1,800
Chemistry	13,180.55	11,700	23,400
English	119.74	225	450
French	27.55	45	90
History and Political Science	121.52	250	500
Journalism	153.37	175	350
Mathematics	541.79	600	1,200
Philosophy	15.90	20	40
Physics	1,879.73	1,900	3,800
Psychology	267.38	250	500
Vocational Guidance and Mental Hygiene	203.90	240	480
Sociology	139.69	70	140
Spanish and German	53.49	75	150
Speech	274.65	300	600
Naval Stores Research	368.64	400	800
School of Pharmacy			
General	687.28	700	1,400
Pharmacognosy and Pharmacology	997.46	1,000	2,000
Pharmacy	1,582.57	1,750	3,500
		$ 26,525	$ 53,050
School of Social Administration			
Supplies	.....	$ 400	$ 800
Field Work Expense	.....	250	500
Permanent Equipment	.....	350	700
		$ 1,000	$ 2,000

II. RESIDENT INSTRUCTION (Continued)

DESCRIPTION	Expenditures from 7-1-37 to 6-30-38	REQUESTED	
		1 Year	2 Years
COLLEGE OF BUSINESS ADMINISTRATION			
General			
Office Supplies and Equipment	$ 659.64	$ 800	$ 1,600
Economics and Business Administration			
Laboratory Supplies and Equipment	432.20	700	1,400
		$ 1,500	$ 3,000
COLLEGE OF ENGINEERING			
General (including Hydraulic Laboratory)			
Office Supplies and Equipment	$ 2,796.13	$ 4,200	$ 8,400
General Upkeep			
Scientific Supplies and Equipment for the Following Departments:			
Civil Engineering	1,122.89	1,800	3,600
Electrical Engineering	1,540.64	2,000	4,000
Industrial Engineering (including Florida Industries Cooperative Plan)	806.00	1,000	2,000
Mechanical Engineering (including Air Conditioning)	6,066.89	3,000	6,000
		$ 12,000	$ 24,000
SCHOOL OF ARCHITECTURE			
General			
Office Supplies and Equipment	$ 554.17	$ 645	$ 1,290
South Florida Fair Exhibit	86.71	110	220
Student Exhibition at Palm Beach	.....	114.00	228
Architecture			
Supplies	50.66	93	186
Painting			
Supplies	27.48	43	86
		$ 1,005	$ 2,010

II. RESIDENT INSTRUCTION (Continued)

DESCRIPTION	Expenditures from 7.1.37 to 6.30.38	REQUESTED	
		1 Year	2 Years
College of Law			
Law Library Books and Periodicals	$ 2,090.34	$ 2,500	$ 5,000
Office Supplies	117.49	260	520
Library Equipment	500.00	1,000	2,000
Annual Dues A.A.L.S.	40.00	40	80
		$ 3,800	$ 7,600
College of Education			
General			
Office Supplies and Equipment	$ 1,384.35	$ 1,500	$ 3,000
Bureau of Educational Research			
Office Expense, Research Material	1,044.96	1,100	2,200
Agricultural Education			
Equipment	34.42	125	250
Travel, Itinerant Teacher Trainer	999.94	1,200	2,400
P. K. Yonge Laboratory School			
Material and Supplies for Offices, Elementary and Secondary Grades and Other Departments of Laboratory School	3,796.73	3,000	6,000
		$ 6,925	$ 13,850
Athletic and Physical Education			
Office Upkeep, Equipment	$ 588.93	$ 440	$ 880
Military Department			
Office Upkeep, Equipment	$ 785.46	$ 590	$ 1,180
Special and Incidental Expense (from Fees)	1,230.91	2,000	4,000
		$ 2,590	$ 5,180
Music Department			
Upkeep of Organ, Music and Equipment	$ 1,179.83	$ 1,850	$ 3,700

II. RESIDENT INSTRUCTION (Continued)

DESCRIPTION	Expenditures from 7/1/37 to 6/30/38	REQUESTED	
		1 Year	2 Years
SUMMER SCHOOL			
Upkeep Swimming Pool	$ 1,500.00	$ 1,500	$3,000
Upkeep Florida Union	670.00	670	1,340
Library	600.00	600	1,200
Special Lectures	985.50	1,600	3,200
Laboratory Materials, Office Supplies and Equipment	2,735.28	2,682.50	5,365
Janitor Service and Supplies, Lights and Telephone	2,007.80	3,175	6,350
		$10,227.50	$ 20,455

III. EXTENSION

DESCRIPTION	Expenditures from 7/1/37 to 6/30/38	REQUESTED	
		1 Year	2 Years
GENERAL EXTENSION			
Office Supplies, Postage, Printing Bulletins, Magazines and Equipment	$17,447.15	$ 12,600	$ 25,200
INTER-AMERICAN AFFAIRS			
Office Supplies, Equipment	$ 119.56	$ 500	$ 1,000
WEIAKA FOREST AND GAME FARM			
Maintenance and Operation for Fire Lanes, Protection, Handling	.....	$ 1,413	$ 2,826
Travel Expense	.....	150	300
Laboratory Equipment and Supplies	.....	450	900
		$ 2,013	$ 4,026

IV. LIBRARY AND MUSEUM

DESCRIPTION	Expenditures from 7/1/37 to 6/30/38	REQUESTED	
		1 Year	2 Years
Library			
Office, Cataloging and Circulation Supplies	$ 841.63	$ 1,000	$ 2,000
Janitor Supplies, Maintenance, Freight, Postage, Telephone and Telegraph	339.05	300	600
Equipment	567.17	2,000	4,000
Periodicals	2,951.08	4,250	8,500
Bindings	1,493.04	2,500	5,000
Books	8,563.23	11,250	22,500
Library of Congress Cards	300.00	700	1,400
		$ 22,000	$ 44,000
Museum			
General Upkeep, Supplies, Printing	$ 312.44	$ 450	$ 900

V. GENERAL SUPERVISION

DESCRIPTION	Expenditures from 7/1/37 to 6/30/38	REQUESTED	
		1 Year	2 Years
Maintenance and Upkeep			
Equipment, including New Furniture for Classrooms	$ 4,079.64	$ 3,000	$ 6,000
Material and Labor for Repairs and Improvements	13,706.20	13,365	$ 26,610
		$ 16,365	$ 32,610
Janitor Supplies			
Cleaning Compounds, Brooms, Brushes, etc	$ 3,536.66	$ 4,314	$ 8,628

V. GENERAL SUPERVISION (Continued)

DESCRIPTION	Expenditures From 7/1/27 to 6/30/29	REQUESTED	
		1 Year	2 Years
Grounds			
Labor, Materials, Equipment and Improvements	$ 7,795.35	$ 10,015	$ 20,070
New Truck	825.00	800	1,600
Pest Control	1,292.92	1,700	3,400
Irrigation System			
		$ 12,515	$ 25,070
Electrical Maintenance			
Labor Material and Equipment	$ 6,019.53	$ 4,500	$ 9,000
Heat, Light and Power			
Coal and Wood for Fuel, Central Heating Plant	$10,290.22	$ 14,500	$ 29,000
Improvement of Boilers	3,557.97	4,000	8,000
Lights for All Instructional Buildings and Campus	1,998.95	3,900	7,800
Improvements to Lines		3,000	6,000
		$ 25,400	$ 50,800
	$242,400.48	$257,620.50	$ 515,344

BUDGET FOR RADIO STATION WRUF, UNIVERSITY OF FLORIDA

Source of Revenue

Legislative Appropriation:		
General Revenue	$53,080.00	
Other:		
Sale of Time	4,000.00	

Legislative Appropriation

July 1, 1937, to June 30, 1938:		
Salaries	$20,000.00	
Necessary and Regular Expenses	20,000.00	
Total		$40,000.00
July 1, 1938, to June 30, 1939:		
Salaries	$20,000.00	
Necessary and Regular Expenses	20,000.00	
Total		$40,000.00

Expenditures

Out of Appropriation—		
July 1, 1937, to June 30, 1938:		
Salaries	$19,837.50	
Necessary and Regular Expenses	17,907.25	
Total		$37,744.75
Out of Other Revenue: Sale of Time—		
July 1, 1937, to June 30, 1938:		
Salaries	None	
Necessary and Regular Expenses	$ 4,431.16	
Total		$ 4,431.16

State Appropriations Requested

July 1, 1939, to June 30, 1940:		
Salaries	$29,580.00	
Necessary and Regular Expenses	23,500.00	
Total		$53,080.00
July 1, 1940, to June 30, 1941:		
Salaries	$29,580.00	
Necessary and Regular Expenses	23,500.00	
Total		$53,080.00

SUMMARY OF APPROPRIATION REQUESTED

Department or Division	Salaries		Necessary and Regular Expense	
	1 Year	2 Years	1 Year	2 Years
Radio Station	$29,580.00	$59,160.00	$27,500.00	$55,000.00
Less Amount for Sale of Time			4,000.00	8,000.00
Total to be Appropriated	$29,580.00	$59,160.00	$23,500.00	$47,000.00

RADIO STATION W R U F

Salaries per Annum

Title	Salary Previous Year—Rate	Total Salary Requested	Number Months Employed
Salaries			
Director	$ 4,300	$ 4,500	12
Assistant Director	2,400	2,700	12
Office Manager (New)		1,800	12
Secretary (part-time)	720	900	12
Announcer in Charge of Production (new)		2,400	12
Announcer and Production Assistant	1,800	1,800	12
Announcer and Continuity Assistant (part-time to full-time)	900	1,800	12

RADIO STATION W R U F

SALARIES PER ANNUM (Continued)

TITLE	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
SALARIES (Continued)			
Announcer (part-time to full-time)	900	1,600	12
Announcer	1,200	1,200	12
Program Secretary	1,100	1,400	12
Organist (part-time)	180	180	12
Assistant Director of Voice	300	300	12
Engineer (part-time)	500	500	12
Engineer-Operator	2,700	2,800	12
Assistant Chief Operator	1,800	2,000	12
Operator (new)	.....	1,600	12
Operator	1,200	1,200	12
Operator (part-time, new)	.....	900	12
	$ 20,000	$ 29,580	

NECESSARY AND REGULAR EXPENSE

DESCRIPTION	Expenditures from 1/1/27 to 6/30/28	REQUESTED	
		1 Year	2 Years
RADIO STATION			
Necessary and Regular Administrative Expense, Supplies and Equipment	$ 3,251.68	$ 3,625	$ 7,250
Program Expense	8,937.73	10,125	20,250
Travel	1,463.74	1,250	2,500
Remote Control Expense	1,109.48	1,250	2,500
Technical Maintenance, Supplies and Equipment	2,006.30	3,125	6,250
Tubes	1,663.90	1,875	3,750
Power	2,702.54	3,750	7,500
Telephone, including Broadcast Loops	1,700.04	2,500	5,000
	$22,338.41	$ 27,500	$ 55,000

SPECIAL BUILDING BUDGET

1939-41

New Buildings

Extra Building Boiler to take care of Dormitories and Other Buildings in Expansion Program	$ 20,000
Rehabilitation of Experiment Station Building (this building has been condemned)	$ 80,000
	$ 100,000

BUDGET FOR AGRICULTURAL EXPERIMENT STATION, INCLUDING ALL BRANCH STATIONS AND FIELD LABORATORIES

State Appropriations for Agricultural Experiment Station for each year of the Biennium July 1, 1937, to June 30, 1939.

Total Appropriation $414,040.00

Including Field Laboratories and Special Items as follows:

	Annually
For laboratory in either of the counties named below, and experimental tract, for investigation of diseases affecting, and for experiments improving tomatoes, celery and other similar crops grown in Manatee, Hendry, Sarasota, and Charlotte Counties, and the adjacent areas	$ 15,000.00
Strawberry Investigations Laboratory, at Plant City	6,300.00
Citrus Disease Investigations Laboratory at Cocoa	3,500.00
Potato Disease Investigations	6,000.00
Laboratory at Hastings	2,000.00
Pecan Insect Investigations, Laboratory at Monticello	4,150.00
Celery Investigations, Laboratory at Sanford	10,000.00
Fumigation Research	3,062.50
Grape Pest Investigations	3,500.00
Citrus Experiment Station, Lake Alfred	46,451.00
Everglades Experiment Station, Belle Glade	45,339.00
North Florida Experiment Station, Quincy	25,968.00
Subtropical Experiment Station, Homestead	21,000.00
Watermelon Investigations, Laboratory, Leesburg	7,000.00
Special—Poultry and Turkey Industry, Teaching and Research	11,000.00
Special—Dairy Husbandry, Teaching and Research	15,540.00
Special to supplement Federal Funds in furnishing detailed advance information on storms, frosts and freezes for the benefit of farming growing, fishing and shipping interests	18,000.00
Blue Mold Tobacco Disease Investigations	5,000.00

AGRICULTURAL EXPERIMENT STATION

State Appropriations Requested

For Each Year of the Biennium July 1, 1939, to June 30, 1941

For Salaries, Experiment Station Workers	$210,620.00	
For Necessary and Regular Expenses, Experiment Station Work	231,309.00	
Total State Appropriations Requested		$441,929.00

Funds Received from Other Sources

Federal, Bankhead-Jones	$ 26,951.40	
Federal, Hatch Fund	15,000.00	
Federal, Adams Fund	15,000.00	
Donation Penny Gwinn for Live Stock Work	300.00	
Sales or Incidental Fund (estimated)	5,000.00	
Continuing Appropriation, Everglades Station, Chapter 8442	5,000.00	
		$ 67,251.40
Grand Total		$509,180.40

FLORIDA AGRICULTURAL EXPERIMENT STATIONS

BIENNIAL BUDGET 1939-41

Summary

	SALARIES	OPERATING	TOTAL
Main Experiment Station:			
Administration	$20,047.00	$ 9,088.00	$29,135.00
Board Control Auditor	.....	.....	.....
Current, Gas, etc.	.....	7,000.00	7,000.00
Compensation Act Expenses	.....	1,000.00	1,000.00
Supervision and Maintenance Farm	3,540.00	7,247.00	10,787.00
Editorial, Mailing and Printing	5,629.00	9,000.00	14,629.00
Agronomy	13,788.00	5,700.00	19,488.00
Animal Husbandry	11,736.00	20,000.00	31,736.00
Animal Husbandry—Sales (est.)	.....	3,300.00	3,300.00
Chemistry and Soils	18,024.00	8,000.00	26,024.00
Entomology	10,128.00	3,000.00	13,128.00

SUMMARY (Continued)

	SALARIES	OPERATING	TOTAL
Main Experiment Station (Cont'd).			
Horticulture	$ 10,884.00	$ 12,000.00	$ 22,884.00
Plant Pathology	14,704.00	4,000.00	18,704.00
Herbarium	1,800.00	1,000.00	2,800.00
Library	4,104.00	3,000.00	7,104.00
Sugarcane	6,816.00	1,384.00	8,200.00
Bankhead-Jones (Federal) (est.)	5,604.00	21,347.40	26,951.40
Truck Laboratory (lower West Coast)	2,400.00	12,600.00	15,000.00
Strawberry Investigations Laboratory	4,800.00	1,500.00	6,300.00
Citrus Disease Laboratory	3,060.00	440.00	3,500.00
Potato Disease Investigations	3,600.00	2,400.00	6,000.00
Laboratory at Hastings	.....	2,000.00	2,000.00
Pecan Investigations Laboratory	1,300.00	2,850.00	4,150.00
Fumigation Research	2,400.00	662.00	3,062.00
Grape Pest Investigations	2,520.00	980.00	3,500.00
Celery Investigations	6,900.00	3,100.00	10,000.00
Citrus Experiment Station	26,472.00	19,979.00	46,451.00
Everglades Experiment Station	18,792.00	26,547.00	45,339.00
Everglades Continuing Appropriation (8442)	5,000.00	.....	5,000.00
North Florida Experiment Station	10,284.00	15,684.00	25,968.00
North Florida Sales Fund (est.)	.....	2,000.00	2,000.00
Sub Tropical Experiment Station	12,300.00	8,700.00	21,000.00
Watermelon Investigations Laboratory	6,600.00	3,400.00	10,000.00
Special Poultry and Turkey Investigations	6,810.00	5,690.00	12,500.00
Special Dairy Investigations	7,102.00	8,438.00	15,540.00
Weather Forecasting Service	960.00	17,040.00	18,000.00
Blue Mold Investigations	3,120.00	1,880.00	5,000.00
Bright Leaf Tobacco Investigations	.....	4,500.00	4,500.00
Sea Island Cotton Investigations	.....	1,500.00	1,500.00
	$251,224.00	$257,956.40	$509,180.40
Less Hatch, Adams, Bankhead-Jones, Sales and Continuing	40,604.00	26,647.40	67,251.40
State Appropriation Requested	$210,620.00	$231,309.00	$441,929.00

AGRICULTURAL EXPERIMENT STATIONS

Detail of Expenses

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate As of 1 Sept.-28	Total Salary Recommended	Number Months Employed
Director	23	$ *2,577	$ *2,577	12
Assistant Director, Research	22	4,380	4,380	12
Assistant Director, Administration	.....	4,180	4,180	12
Administrative Manager	24	‡1,350	‡1,476	12
Accountant	18	‡1,080	‡1,140	12
Assistant Accountant	2	§600	§702	12
Stenographer	.....	1,608	1,608	12
Stenographer	7	1,404	1,404	12
Stenographer	2	1,200	1,200	12
File Clerk and Typist	13	1,380	1,380	12
Farm Foreman	13	‖2,100	2,100	12
Night Watchman	11	960	960	12
Janitor	12	480	480	12
Editor	13	*1,800	*1,800	12
Assistant Editor	4	♦1,224	♦1,225	12
Stenographer	2	1,200	1,200	12
Mailing Clerk	8	1,404	1,404	12
Agronomist and Head of Department	17	4,200	4,200	12
Agronomist	13	3,408	3,408	12
Associate Agronomist	13	2,520	2,520	12
Assistant Agronomist	8	2,160	2,160	12
Associate Agronomist	11	**300	**300	12
Assistant Agronomist	1	3,000	3,000	12
Stenographer	1	1,080	1,200	12
Animal Husbandman and Head of Department	19	†12,604	†12,604	12
Dairy Husbandman	10	‡‡3,600	‡‡3,600	12

*—And $2800 Extension and $425 Teaching.
†—And $1350 Extension.
‡—And $1080 Extension.
§—And $600 Extension 1928-29 and $702 1929-41.
‖—1a and 4.
♦—And $1800 Extension.
♦—And $876 Extension.
**—And balance salary from U.S.D.A.
††And $1700 Teaching and $900 Extension.
‡‡—And $600 from Teaching.

DETAIL OF EXPENSES (Continued)

TITLE	Time Employed by Order From to Nov. 1, 1929 Years	Salary Previous Year—Rate	Total Salary Records month	Number Months Employed
Assistant Animal Husbandman	13	$ 2,100	$ 2,100	12
Assistant Animal Husbandman	2	‡2,028	‡2,028	12
Stenographer	9	1,404	1,404	12
Dairy Technologist	2	4,000	4,000	12
Assistant in Animal Nutrition	3	2,100	2,400	12
Stenographer	7	1,404	1,404	12
Poultry Husbandman	13	♦3,000	♦3,000	12
Assistant Poultry Husbandman	2	*300	*300	12
Veterinarian	3	♣2,808	♣2,808	12
Chemist and Head of Department	12	4,500	x3,900	12
Soil Microbiologist	1	**600	**600	12
Chemist	.....	3,600	3,600	12
Associate Chemist	18	2,520	2,520	12
Associate Chemist	3	3,000	3,000	12
Assistant Chemist	8	2,100	2,400	12
Assistant Chemist	3	2,604	2,604	12
Stenographer	20	1,404	1,404	12
Laboratory Assistant	.....	.....	600	12
Chemist in Charge, Celery Laboratory	18	4,200	4,200	12
Associate Plant Pathologist	9	2,700	2,700	12
Entomologist and Head of Department	27	4,200	4,200	12
Associate Entomologist	13	2,700	2,700	12
Assistant Entomologist	14	1,728	1,728	12
Assistant Entomologist	1	*1,300	*1,300	12
Horticulturist and Head of Department	15	3,600	3,600	12
Truck Horticulturist	4	3,300	3,480	12
Assistant Horticulturist	11	2,400	2,400	12
Stenographer	19	1,404	1,404	12
Fumigation Specialist	11	2,400	2,400	12
Plant Pathologist and Head of Department	18	4,500	†3,500	12

‡—And $500 from Teaching.
♦—And $600 from Extension.
*—And $1000 from Teaching.
♣—And $500 from Teaching.
x—And $600 from Teaching.
**—And $1400 from Teaching.
*—And $1300 from U.S.D.A.
†—And $1000 from Teaching.

DETAIL OF EXPENSES (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Per Year—Rate	Total Salary Recommended	Number Months Employed
Plant Pathologist	16	$ 3,100	$ 2900	12
Assistant Plant Pathologist	7	2,604	2,700	12
Mycologist	16	2,808	3,000	12
Stenographer	5	1,404	1,404	12
Assistant Botanist	11	1,800	1,800	12
Associate Plant Pathologist			3,240	12
Plant Pathologist	13	3,450	3,600	12
Assistant Entomologist	8	2,700	2,700	12
Assistant Plant Pathologist	13	2,400	2,400	12
Plant Pathologist	15	3,000	3,000	12
Plant Pathologist	10	3,600	3,600	12
Librarian	15	2,604	2,700	12
Cataloger and Stenographer	9	1,404	1,404	12
CITRUS EXPERIMENT STATION				
Horticulturist in Charge	14	4,608	4,608	12
Superintendent*	18	2,700	2,700	12
Associate Chemist	9	2,880	2,880	12
Soils Chemist	2	3,204	3,204	12
Associate Plant Pathologist		2,880	2,880	12
Associate Entomologist	11	2,700	2,700	12
Horticultural Engineer		3,000	3,000	12
Assistant Horticulturist	6	2,100	2,100	12
Stenographer	2	1,200	1,200	12
Stenographer	2	1,200	1,200	12
EVERGLADES EXPERIMENT STATION ‡				
Biochemist in Charge*	8	4,200	4,200	12
Assistant Chemist	1	2,700	2,700	12
Plant Pathologist	6	3,360	3,600	12
Associate Horticulturist		3,200	3,200	12
Assistant Agronomist		2,400	2,400	12
Entomologist*	8	3,192	3,192	12
Drainage Engineer*	2	†300	†300	12
Assistant Animal Husbandman*	8	2,100	2,400	12
Office Manager	7	1,800	1,800	12
Sugarcane Physiologist*	3	3,300	3,408	12
Sugarcane Agronomist*	8	3,192	3,408	12

‡-And $1000 from Forestry and $1740 from Teaching.

*-In.

†-Balance salary from U.S.D.A.

DETAIL OF EXPENSES (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1930 Years	Salary Previous Year—Rate	Total Salary Remunerative	Number Months Employed
NORTH FLORIDA EXPERIMENT STATION				
Plant Pathologist in Charge	15	$ 4,200	$ 4,200	12
Agronomist	8	2,926	3,120	12
Superintendent	16	1,884	1,884	12
Stenographer	3	1,080	1,080	12
Plant Pathologist	9	2,926	3,120	12
SUB TROPICAL EXPERIMENT STATION				
Horticulturist in Charge	.....	3,000	3,000	12
Plant Pathologist	8	2,976	3,120	12
Associate Horticulturist	9	2,520	2,700	12
Assistant Horticulturist	1	1,800	1,800	12
Stenographer	4	900	1,080	12
WATERMAN LABORATORY				
Plant Pathologist in Charge	11	3,600	3,600	12
Assistant Entomologist	8	2,100	2,400	12
Stenographer	.....	600	600	12
Assistant Plant Pathologist	12	2,520	2,520	12
WEATHER BUREAU				
Meteorologist in Charge	3	.....	.....	12
Stenographer	1	960	960	12
Total		$247,545	$251,224	

NECESSARY AND REGULAR EXPENSE

DESCRIPTION	Expenditure from 7-1-37 to 6-30-38	REQUESTED	
		1 Year	2 Years
Main Experiment Station	$85,374.31	$91,419.00	$182,838.00
	34,303.60	2,300.00	6,600.00
	17,724.57	21,347.40	42,694.80
Truck Laboratory	1,989.33	12,600.00	25,200.00
Strawberry Laboratory	978.78	1,500.00	3,000.00
Citrus Disease Laboratory	431.14	440.00	880.00
Potato Disease Investigations	629.67	2,400.00	1,800.00
Laboratory at Hastings	1,923.26	2,000.00	4,000.00

NECESSARY AND REGULAR EXPENSE—(Continued)

DESCRIPTION	Expenditures from 7-1-37 to 6-30-38	REQUESTED	
		1 Year	2 Years
Pecan Laboratory	$ 580.21	$ 2,850.00	$ 5,700.00
Celery Laboratory	2,875.00	3,100.00	6,200.00
Fumigation Research	362.50	662.00	1,324.00
Grape Fest Investigations	680.00	980.00	1,960.00
Citrus Experiment Station	24,502.71	19,979.00	39,958.00
Everglades Experiment Station	29,795.55	26,547.00	53,094.00
North Florida Experiment Station	16,008.00	15,684.00	31,368.00
North Florida Sales	5,005.49	2,000.00	4,000.00
Subtropical Experiment Station	9,735.37	8,700.00	17,400.00
Watermelon Laboratory	1,000.00	3,400.00	6,800.00
Poultry Investigations	3,981.67	5,690.00	11,380.00
Dairy Investigations	8,825.50	8,438.00	16,876.00
Weather Forecasting Service	16,994.37	17,040.00	34,080.00
Blue Mold Investigations	2,024.00	1,880.00	3,760.00
Tobacco Investigations (Bright Leaf)	.....	4,500.00	9,000.00
Sea Island Cotton Investigations	.....	1,500.00	3,000.00
	$265,736.15	$257,956.40	$515,912.80

BUDGET FOR PROPOSED RANGE CATTLE EXPERIMENT STATION

This budget was submitted to the Board of Control for consideration after its regular biennial budget had been prepared and delivered to the State Budget Commission. It was approved and submitted to the Budget Commission as a "Supplementary Report." It is printed in this budget as "Supplementary" to the regular biennial budget.

Under Chapter 18562, Laws of Florida, Acts of 1937, the Board of Control was authorized to establish and maintain a branch experiment station in Hardee County for the purpose of conducting research and experiments in the production of livestock and the improvement of pasturage. No funds were appropriated at the time for carrying out the provisions of the law.

The livestock industry is among the chief agricultural assets of the State and one which offers opportunity of greatly increased development. With the elimination of the cattle tick in all but a limited area the primary obstacle to cattle improvement has been removed, but better beef cattle, better ranges and better management methods must be evolved before the industry here can achieve the status enjoyed in other regions of the country.

Resources for research have been insufficient to conduct other than very limited investigations with beef cattle under the range conditions prevailing in the central and southern areas of the State. Existing experiment stations are inadequately equipped to carry range cattle experiments to full advantage and none of these stations is located in an area fully adapted to this work and typical of the ranges of the region in question. As a consequence, much needed information remains to be determined and developed. Potential values to be derived from improved practices in livestock production on typical ranges warrant investigational facilities which will lead to solution of the many problems now handicapping the industry.

For the purpose of effecting the provisions of the above-cited law and of initiating investigational work in herd and herd improvement, breed adaptability, herd management, nutrition and feeding, and improved pasture establishment and maintenance, the attached budget of required financing has been prepared. The sums included do not cover land purchases, it being assumed that necessary acreages of suitable range lands will be supplied without cost by Hardee County as contingent thereof.

BUDGET ESTIMATES—RANGE CATTLE STATION

HARDEE COUNTY

(Estimate for Two Years)

Fencing		$ 2,000.00
Cattle Herd and Equipment		5,950.00
100 head breeding cows	$ 2,500.00	
2 bulls	750.00	
10 purebred cows	1,500.00	
2 ponies	600.00	
1 team of mules	600.00	
Buildings		$16,100.00
Office building and laboratory	$ 2,000.00	
Cottage—person in charge	3,500.00	
Range foreman cottage	2,500.00	
Helper's cottage	750.00	
Cattle sheds	1,200.00	
Bats and lots for new ponies	750.00	
Scales and shed	600.00	
Pens and chutes	300.00	
Corrals	500.00	
Silos	1,000.00	
Water		
Lights		

EQUIPMENT		$ 6,400.00
1 truck (1½ tons)	$ 825.00	
1 small truck	700.00	
1 tractor	2,500.00	
1 palmetto cutter, heavy	800.00	
1 cutter, light	350.00	
1 disk harrow	130.00	
1 brush and hog plow	250.00	
1 wagon	125.00	
1 silage cutter	260.00	
Small plows and cultivators	250.00	
Incidental tools	150.00	
OPERATING (TWO YEARS)		$ 8,000.00
LABOR (TWO YEARS)		5,000.00
PERSONNEL (TWO YEARS)		10,800.00
Animal Husbandman, in Charge	$ 3,600.00 annually	
Assistant Animal Husbandman	1,800.00 annually	
TOTAL (Two years)		$ 54,250.00

AGRICULTURAL EXTENSION SERVICE

STATE APPROPRIATION:		
1937-1938—		
Salaries	$48,000.00	
Necessary and Regular Expense	39,000.00	
Special, 4-H Club Camps	1,000.00	
Total		$88,000.00
STATE APPROPRIATION:		
1938-1939—		
Salaries	$48,000.00	
Necessary and Regular Expense	39,000.00	
Special, 4-H Club Camps	1,000.00	
Total		$88,000.00

EXPENDITURES

	From State Appropriation	From Other Sources
1938-1939		
For Salaries	$ 41,513.95	$ 330,116.14
For Necessary and Regular Expense	37,775.15	26,242.80
Special, 4-H Club Camps	996.17	.....
Total	$ 80,285.27	$ 356,358.94

SOURCES OF REVENUE FOR THE DEPARTMENT

General Revenue:		
For Salaries	$ 55,800.00	
For Necessary and Regular Expense	44,808.00	
Special, 4-H Club Camps	1,000.00	
Continuing Appropriation, Chapter 6141	5,000.00	
Total		$ 106,608.00
From Other Sources:		
Federal, Smith	$ 63,968.10	
Federal, Smith Supplementary	10,358.08	
Federal, Capper-Ketcham	26,555.74	
Federal, Additional Cooperative	16,300.00	
Bankhead-Jones	102,217.80	
Sales Funds	6,164.64	
County (estimated)	125,294.29	
		350,858.65
Total		$ 457,466.65

SUMMARY OF APPROPRIATIONS REQUESTED

	Salaries		Necessary and Regular Expense	
	1 Year	2 Years	1 Year	2 Years
Extension Service	$ 55,800.00	$111,600.00	$ 44,808.00	$ 89,616.00
Special Expense, 4-H Club Camps	.....	.....	1,000.00	2,000.00
Total	$ 55,800.00	$111,600.00	$ 45,808.00	$ 91,616.00

DETAIL OF EXPENSE

AGRICULTURAL EXTENSION SERVICE

SALARIES PER ANNUM

TITLE	Time Employed by State Prior to Nov. 1, 1926 Years	Salary Provided Year—Rate	Total Salary Recommended	Number Months Employed
Director	23	$ 2,800	$ *2,800	12
Vice-Director	28	4,400	4,400	12
Administrative Manager	24	1,350	†1,350	12
Accountant	18	1,080	‡1,080	12
Assistant Accountant	2	600	§702	12
Janitor	8	480	480	12
Janitor	1	480	480	12
Editor	13	1,800	‖1,800	12
Assistant Editor	4	876	¶876	12
Assistant Editor	3	2,100	2,400	12
Stenographer	2	1,200	1,200	12
District Agent	19	3,600	3,600	12
District Agent	16	3,600	3,600	12
District Agent	21	**2,000	4,020	12
Assistant District Agent	11	3,000	3,000	12
Assistant District Agent	4	2,000	2,000	12
Stenographer	2	1,200	1,404	12
Secretary	4	1,500	1,620	12
Boys' Club Agent	22	3,600	3,600	12
Assistant 4-H Club Agent			2,000	12
Stenographer	10	1,404	1,404	12
State Home Demonstration Agent	22	3,800	3,800	12
District Agent	22	3,240	3,240	12
District Agent	17	3,240	3,240	12
District Agent	12	3,000	3,000	12
Secretary and Stenographer	21	1,728	1,728	12
Stenographer	2	1,200	1,404	12
Stenographer	8	1,404	1,404	12

*—And $2,577 Experiment Station and $423 College.
†—And $1,470 Experiment Station.
‡—And $1,140 Experiment Station.
§—And $702 Experiment Station.
‖—And $1800 Experiment Station.
¶—And $1225 Experiment Station.
**—And $2020 Agricultural Conservation.

DETAIL OF EXPENSE (Continued)

TITLE	Time Employed By State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Economist in Food Conservation	19	$ 3,000	$ 3,000	12
Nutritionist	10	936	‡936	12
Home Improvement Specialist	15	3,000	3,000	12
Clothing Specialist	6	2,700	2,700	12
Animal Industrialist	19	300	x300	12
Animal Husbandman	8	3,600	3,600	12
Extension Dairyman	17	3,400	3,400	12
Stenographer	2	1,200	1,404	12
Local District Agent	23	2,200	2,200	12
Stenographer	.....	900	900	12
Local District H.D. Agent	2	1,680	1,800	12
Extension Citriculturist	21	3,600	3,600	12
Extension Poultryman and Head	13	600	*600	12
Extension Poultryman	3	2,400	3,000	12
Economist	12	300	†300	12
Economist, Marketing	7	3,300	3,300	12
Economist, Farm Management	1	3,000	3,200	12
Assistant Economist	4	2,800	3,000	12
Extension Forester	15	3,000	3,000	12
Statistical Clerk	7	500	500	.....
Stenographer	6	1,404	1,404	12
Statistical Clerk	3	1,200	1,404	12
Soil Conservationist (part time)	.....	.....	1,200	12
Superintendent Florida National Egg Laying Contest‡	12	2,700	2,700	12
Stenographer	.....	720	800	12
County Agent	3	2,124	2,124	12
County Agent	16	2,004	2,004	12
County Agent	12	3,564	3,564	12
County Agent	6	3,924	3,924	12
County Agent	3	2,604	2,604	12

‡-And $2064 Florida State College for Women.

x-And $4300 Experiment Station and Teaching Division.

*-And $3000 Experiment Station.

†-And $4300 from Federal Purnell Fund and Teaching Division.

‡-In and 4.

DETAIL OF EXPENSE (Continued)

TITLE	Time Employed in State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Requested	Number Months Employed
County Agent	3	$ 2,424	$ 2,424	12
County Agent	6	2,904	2,904	12
County Agent	3	2,904	2,904	12
County Agent	4	2,604	2,604	12
County Agent	15	3,504	3,504	12
Assistant County Agent	2	2,724.36	2,724.36	12
County Agent	4	2,904	2,904	12
County Agent	12	2,304	2,304	12
County Agent	8	2,904	2,904	12
County Agent (Assistant)	3	2,600	2,600	12
County Agent	13	3,204	3,204	12
County Agent	2	2,304	2,304	12
County Agent	24	2,604	2,604	12
County Agent	1	2,724	2,724	12
County Agent	15	2,304	2,304	12
County Agent	8	2,724	2,724	12
County Agent	17	2,204	2,204	12
County Agent	3	2,304	2,304	12
County Agent	16	3,600	3,600	12
County Agent	12	2,904	2,904	12
County Agent	10	3,804	3,804	12
County Agent	11	2,904	2,904	12
County Agent	4	2,904	2,904	12
County Agent	11	3,974.64	3,974.64	12
County Agent	17	2,604	2,604	12
County Agent	2	2,304	2,304	12
County Agent	10	3,204	3,204	12
County Agent	1	2,604	2,604	12
County Agent	3	2,904	2,904	12
County Agent	3	2,904	2,904	12
County Agent	2	2,304	2,304	12
County Agent	5	2,484	2,484	12
County Agent	9	2,904	2,904	12
County Agent	3	2,604	2,604	12
County Agent	17	3,444	3,444	12
County Agent	3	2,124	2,124	12
County Agent	3	2,400	2,400	12
County Agent	13	4,704	4,704	12
County Agent	3	2,604	2,604	12
County Agent	3	3,504	3,504	12

DETAIL OF EXPENSE (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Rate-to-date	Number Months Employed
County Agent	2	$ 2,604	$2,604	12
County Agent	2	2,604	2,604	12
County Agent	21	2,604	2,604	12
County Agent	8	2,604	2,604	12
County Agent	12	3,804	3,804	12
County Agent	11	2,844	2,844	12
County Agent	10	2,004	2,004	12
County Agent	10	2,604	2,604	12
County Agent	3	3,204	3,204	12
County Agent	3	2,404	2,404	12
County Agent	9	2,904	2,904	12
County Agent	3	2,604	2,604	12
Home Demonstration Agent	9	2,604	2,604	12
Home Demonstration Agent	18	3,604	3,604	12
Home Demonstration Agent	9	2,204	2,204	12
Home Demonstration Agent	9	2,604	2,604	12
Home Demonstration Agent	1	2,304	2,304	12
Home Demonstration Agent	14	2,004	2,004	12
Home Demonstration Agent	2	2,304	2,304	12
Home Demonstration Agent	1	2,204	2,204	12
Home Demonstration Agent	21	3,324	3,324	12
Home Demonstration Agent	1	2,404	2,404	12
Home Demonstration Agent	4	2,604	2,604	12
Home Demonstration Agent	4	2,604	2,604	12
Home Demonstration Agent	23	3,294	3,294	12
Home Demonstration Agent	4	3,624	3,624	12
Home Demonstration Agent	21	2,904	2,904	12
Home Demonstration Agent	1	2,604	2,604	12
Home Demonstration Agent	3	2,604	2,604	12
Home Demonstration Agent	15	3,024	3,024	12
Home Demonstration Agent	19	3,296.60	3,296.60	12
Home Demonstration Agent	24	2,004	2,004	12
Home Demonstration Agent	2	2,604	2,604	12
Home Demonstration Agent	14	2,004	2,004	12
Home Demonstration Agent	6	2,304	2,304	12

Total salary of Home Demonstration Agents includes State and Federal Funds ($1404) the remainder appropriated by County Boards. This total amount represents salary and travel expenses.

DETAIL OF EXPENSE (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Home Demonstration Agent	14	$ 2,304	$ 2,304	12
Home Demonstration Agent	4	2,604	2,604	12
Home Demonstration Agent	3	2,304	2,304	12
Home Demonstration Agent	4	2,304	2,304	12
Home Demonstration Agent	1	2,304	2,304	12
Home Demonstration Agent	2	2,400	2,400	12
Home Demonstration Agent	9	2,400	2,400	12
Home Demonstration Agent	11	3,000	3,000	12
Home Demonstration Agent	22	2,004	2,004	12
Home Demonstration Agent	1	2,404	2,404	12
Home Demonstration Agent	22	2,424	2,424	12
Home Demonstration Agent	21	2,604	2,604	12
Home Demonstration Agent	14	2,404	2,404	12
Home Demonstration Agent	2	2,404	2,404	12
Home Demonstration Agent	1	2,814	2,814	12
Local County Agent	11	1,500	1,500	12
Local County Agent	7	1,500	1,500	12
Local County Agent	17	1,500	1,500	12
Local County Agent	12	1,500	1,500	12
Local County Agent	5	1,500	1,500	12
Local County Agent	2	1,500	1,500	12
Local County Agent	3	1,500	1,500	12
Local County Agent	15	1,500	1,500	12
Local County Agent			1,000	12
Local Home Demonstration Agent	8	1,500	1,500	12
Local Home Demonstration Agent	16	1,500	1,500	12
Local Home Demonstration Agent	6	1,500	1,500	12
Local Home Demonstration Agent	2	1,500	1,500	12
Local Home Demonstration Agent	12	1,500	1,500	12
Local Home Demonstration Agent	5	1,500	1,500	12
Local Home Demonstration Agent	10	1,500	1,500	12
Local Home Demonstration Agent	2	786	*786	12
		$296,417.00	$296,274.00	
Less Amount Other Revenue		254,903.65	320,974.00	
State Appropriation		$ 41,513.35	$ 35,500.00	

*-Total salary $1500, difference as indicated here made up by County Board

NECESSARY AND REGULAR EXPENSE

	Expenditures from 7-1-27 to 6-30-28	REQUESTED	
		1 Year	2 Years
Travel, Printing, Stationery, Equipment, Office Supplies, etc.	$37,775.15	$44,808.00	$89,616.00
	19,576.87	10,884.05	21,768.10
	6,665.93	5,000.00	10,000.00
Total	$64,017.95	$60,692.05	$121,384.10
Less Other Revenue	26,242.80	15,884.05	31,768.10
State Appropriation	$37,775.15	$44,808.00	$89,616.00

SPECIAL EXPENSE

	Expenditures from 7-1-27 to 6-30-28	REQUESTED	
		1 Year	2 Years
4-H Club Camps Tingoochee and McQuarrie	$ 996.17	$ 1,000.00	$ 2,000.00

BUDGET RECOMMENDED

BY

BOARD OF CONTROL

FOR

FLORIDA STATE COLLEGE FOR WOMEN

During Biennium 1939-1941

TABLE OF CONTENTS

FLORIDA STATE COLLEGE FOR WOMEN

	Pages
Budget Recommended by Board	127
Summary of Appropriation Requested	128
Positions and Salaries Recommended	129
Administrative Offices	129-130
Resident Instruction	131
Summer School	140
Operation and Maintenance	148
Necessary and Regular Expenses General Administration	149

BUDGET RECOMMENDED BY BOARD OF CONTROL
FLORIDA STATE COLLEGE FOR WOMEN
BIENNIUM 1939-1941

STATE APPROPRIATIONS MADE FOR EACH YEAR OF THE BIENNIUM 1937-1939:		
Salaries (College)	$ 410,000.00	
Necessary and Regular Expense (College)	120,000.00	
Salaries (Home Demonstration)	4,000.00	
Necessary and Regular Expense (Home Demonstration)	3,500.00	
SOURCES OF REVENUE FOR EACH YEAR OF THE BIENNIUM 1939-1941:		
State Appropriations Requested:		
Salaries (College)	$ 476,127.00	
Necessary and Regular Expenses (College)	123,448.00	
Salaries (Home Demonstration)	7,000.00	
Necessary and Regular Expense (Home Demonstration)	4,650.00	
College Salaries, Emergency Appropriation Requested	15,150.00	
Total		$ 626,375.00
ESTIMATED INCOME FROM OTHER SOURCES DURING EACH YEAR OF BIENNIUM:		
Incidental Fund	$ 66,800.00	
Seminary Interest Fund	1,200.00	
Westcott Estate Fund	5,000.00	
From Leon County for Students in Demonstration School	7,000.00	
Continuing Appropriation, Chair of Americanism and Southern History	2,500.00	
Total		$ 82,500.00
Total Resources		$708,875.00

SUMMARY OF BUDGETS BY DEPARTMENT FOR EACH YEAR OF BIENNIUM

DEPARTMENT	Salaries	Necessary and Regular Expense
General Administration and General Expense	$ 64,460.00	$ 31,750.00
Resident Instruction and Departmental Research, Regular Term	389,361.00	33,385.00
Summer School	29,295.00	.....
Libraries	26,540.00	16,850.00
Home Demonstration Extension Work	7,000.00	4,650.00
Operation and Maintenance of Physical Plant	47,484.00	58,100.00
Total	$564,140.00	$ 144,735.00
Less Amounts to be Paid from Special and Continuing Funds	65,863.00	16,637.00
Appropriation Requested	$ 498,277.00	$ 128,098.00

SUMMARY OF APPROPRIATION REQUESTED

DEPARTMENT OR DIVISION	SALARIES		NECESSARY AND REGULAR EXPENSE	
	1 Year	2 Years	1 Year	2 Years
General Administration and General Expense	$ 64,460.00	$128,920.00	$ 31,750.00	$ 63,500.00
Resident Instruction & Department Research:				
Regular Term	389,361.00	778,722.00	.....	.....
Summer Term	29,295.00	58,590.00	33,385.00	66,770.00
Libraries	26,540.00	53,080.00	16,850.00	33,700.00
Home Demonstration Extension Work	7,000.00	14,000.00	4,650.00	9,300.00
Operation and Maintenance of Physical Plant	47,484.00	94,968.00	58,100.00	116,200.00
Total	$564,140.00	$1,128,280.00	$144,735.00	$289,470.00
Special Expense	.....	.....	.....	.....
Total	$564,140.00	$1,128,280.00	$144,735.00	$289,470.00
Less Amounts to be Paid from Special and Continuing Funds	65,863.00	131,726.00	16,637.00	33,274.00
Appropriations Requested	$498,277.00	$996,554.00	$128,098.00	$256,196.00

DETAIL OF EXPENSE

GENERAL ADMINISTRATION AND GENERAL EXPENSE

Salaries per Annum

Title	Time Employed in Years Prior to Nov. 1, 1926 Years	Salary Previous Year—Rate	Total Salary Payable Installed	Number Months Employed
President's Office:				
President	29	$ 6,000	$ 6,000	12
Secretary to President	22	2,200	2,300	12
Stenographer Help		900	900	12
		$ 9,100	$ 9,200	
Alumnae and Publicity Office:				
Secretary of Alumnae Association	9	$ 1,500	$ 1,500	12
Publicity Secretary	3	1,800	1,800	12
Student Assistants		500	500	12
		$ 3,800	$ 3,900	
Registrar's Office:				
Registrar	6	$ 4,000	$ 4,200	12
Assistant Registrar	2	2,150	2,200	12
Secretary to Registrar	9	1,800	1,800	12
Clerk	11	1,800	1,800	12
Clerk	12	1,800	1,800	12
Clerk		1,120	1,200	
Graduate Assistants		600	400	12
Student Assistants		300	200	12
Stenographer (half time)			600	12
		$ 13,370	$ 14,300	
Dean of Students Office:				
Dean of Students	14	$ 4,000	$ 4,200	12
Assistant to Dean of Students	3	1,800	2,040	12
Secretary	2	1,360	1,420	12
Student Assistants		60	60	12
		$ 7,280	$ 7,720	

DETAIL OF EXPENSE (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
DIRECTOR OF PERSONNEL OFFICE:				
Director of Personnel	9	$ 4,000	$ 4,200	12
Secretary	13	1,800	1,860	12
Stenographer (part-time increased to full time)	1	660	1,440	12
Stenographer (part time)			600	12
Student Assistants		300	300	12
		$ 6,760	$ 8,460	
BUSINESS OFFICE:				
Business Manager	31	$ 4,200	$ 4,300	12
Secretary and Assistant to Business Manager	15	2,160	2,280	12
Chief Clerk	14	2,280	2,400	12
Auditor	10	2,500	2,500	12
Cashier	12	1,800	1,800	12
Assistant Cashier and Bookkeeper	3	1,800	1,800	12
Payroll Clerk and Assistant Bookkeeper	2	1,680	1,800	12
Assistant Bookkeeper and Stenographer			1,410	12
Voucher Clerk	1	1,320	1,440	12
Mail Clerk	1	600	720	12
Student Assistants		350	350	
		$ 18,690	$ 20,800	
SPECIAL:				
College's Pro Rata Share of Salary for Special Auditor for Board of Control		1,000		
		$ 1,000		
Totals, General Administration and Expense		$ 60,061	$ 64,460	

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

COLLEGE OF ARTS AND SCIENCES

SALARIES PER ANNUM—REGULAR TERM

TITLE	Time Employed Up Date Prior to Nov. 1, 1929 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
DEAN'S OFFICE:				
Secretary	9	$ 1,200	$ 1,800	12
		$ 1,200	$ 1,800	
ART:				
Professor	18	$ 3,000	$ 3,200	9
Assistant Professor	1	1,850	2,000	9
Instructor	8	1,800	1,800	9
Instructor	1	1,600	1,600	9
Instructor			1,600	9
		$ 8,250	$ 10,200	
BACTERIOLOGY AND BOTANY:				
Professor	22	$ 3,900	$ 4,000	9
Professor	16	3,700	3,700	9
Assistant Professor			2,000	9
Instructor	12	1,800	1,900	9
Instructor		1,800	1,600	9
Graduate Assistant		300	300	9
Student Assistants		300	300	9
		$ 11,800	$ 13,800	
CHEMISTRY:				
Professor	15	$ 3,900	$ 4,000	9
Professor Chemistry and Nutrition	15	3,500	3,600	9
Instructor	10	1,800	1,900	9
Instructor	8	1,800	1,900	9
Student Assistants		400	400	9
		$ 11,400	$ 11,800	
CLASSICS:				
Associate Professor	13	$ 2,500	$ 2,700	9
Assistant Professor	2	1,800	1,800	9
		$ 4,300	$ 4,500	

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

College of Arts and Sciences (Continued)

Salaries per Annum—Regular Term

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Economics and Commerce:				
Professor	11	$ 3,200	$ 3,300	9
Assistant Professor	22	2,250	2,400	9
Assistant Professor	10	2,250	2,400	9
Assistant Professor	.....	.....	2,000	9
Instructor	19	1,300	1,500	9
Instructor	2	1,800	1,800	9
Instructor	1	1,700	1,800	9
Instructor (half time)	.....	800	.....	9
		$ 13,300	$ 15,200	
English:				
Dean and Professor	28	$ 4,400	$ 4,600	9
Professor	16	3,500	3,600	9
Professor and Assistant to Dean	10	3,500	3,700	9
Associate Professor	.....	2,850	2,600	9
Associate Professor	18	2,850	3,000	9
Associate Professor	10	2,850	3,000	9
Assistant Professor	14	1,900	2,000	9
Assistant Professor	.....	.....	2,000	9
Assistant Professor	10	1,800	2,000	9
Assistant Professor	.....	.....	2,200	9
Instructor	3	1,700	1,800	9
Instructor	9	1,800	1,800	9
Instructor	7	1,800	1,800	9
Instructor	3	1,800	1,800	9
Instructor	.....	1,600	1,700	9
Instructor	.....	.....	1,600	9
		$ 32,350	$ 39,200	
Speech:				
Associate Professor	17	$ 2,800	$ 2,900	9
Assistant Professor	11	2,100	2,200	9
Instructor	13	1,800	1,800	9
Instructor	9	1,800	1,800	9
Instructor	.....	.....	1,600	9
		$ 8,500	$ 10,300	

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

College of Arts and Sciences (Continued)

Salaries per Annum—Regular Term

TITLE	Time Employed by State Prior to Nov. 1, 1928 Year	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
History and Geography:				
Professor	12	$ 3,900	$ 4,000	9
Professor	10	3,500	3,600	9
Associate Professor	16	2,850	3,000	9
Associate Professor	10	2,850	3,000	9
Assistant Professor	8	2,300	2,400	9
Assistant Professor	1	2,200	2,300	9
Instructor	8	1,800	1,900	9
Instructor	.....	1,700	1,700	9
Instructor	.....	.....	1,600	9
Student Assistants	.....	300	300	9
		$ 21,400	$ 23,800	
Library Science:				
Assistant Professor	9	$ 2,250	$ 2,400	11
Instructor	.....	.....	1,800	11
		$ 2,250	$ 4,200	
Mathematics:				
Professor	33	$ 3,900	$4,000	9
Assistant Professor	23	2,400	2,500	9
		$ 6,300	$ 6,500	
Modern Languages:				
Professor	12	$ 3,900	$ 4,000	9
Associate Professor	11	2,850	3,000	9
Associate Professor	6	2,800	2,900	9
Associate Professor	11	2,500	2,600	9
Assistant Professor	13	2,300	2,400	9
Assistant Professor	.....	.....	2,000	9
Instructor	2	1,800	1,800	9
Instructor	9	1,800	1,900	9
Instructor	7	1,800	1,800	9
Instructor	3	1,800	1,800	9
Instructor	.....	.....	1,600	9
Student Assistant	.....	200	200	9
		$ 21,750	$ 26,000	

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

College of Arts and Sciences (Continued)

Salaries per Annum—Regular Term

TITLE	Time Employed by State Prior to Nov. 1, 1926 Years	Salary Previous Year—Rate	Total Salary Rate recommended	Number Months Employed
Philosophy and Religious Education:				
Professor	12	$ 3,300	$ 3,500	9
Assistant Professor	2	2,100	2,300	9
		$ 5,400	$ 5,800	
Physics:				
Professor	12	$ 3,900	$ 4,000	9
Assistant Professor	1	2,200	2,400	9
Assistant Professor			2,000	9
Instructor	8	1,800	1,800	9
Student Assistants		200	300	9
		$ 8,100	$ 10,500	
Political Science:				
Associate Professor	5	$ 2,700	$ 2,800	9
Psychology:				
Professor	16	$ 3,900	$ 4,000	9
Professor	9	3,100	3,200	9
Associate Professor	8	2,850	3,000	9
Assistant Professor	5	2,300	2,400	9
Assistant Professor		2,300	2,300	9
Instructor	1	1,700	1,800	9
Graduate Assistant		300	300	9
Student Assistants		200	300	9
		$ 16,650	$ 17,300	
Sociology:				
Professor	20	$ 3,900	$ 4,000	9
Associate Professor	10	2,900	3,000	9
Assistant Professor	1	2,200	2,200	9
Assistant Professor		2,000	2,000	9
Assistant Professor			2,000	9
Graduate Assistant		300	300	9
Secretary			1,200	9
		$ 11,300	$ 14,700	

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

College of Arts and Sciences (Continued)

Salaries per Annum—Regular Term

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Zoology and Physiology:				
Professor and Head of Department	14	$ 3,000	$ 3,200	9
Associate Professor	9	2,650	2,800	9
Professor (part time)	29	1,753	1,753	9
Instructor	2	1,800	2,000	9
Student Assistants		200	200	9
		$ 9,403	$ 9,953	
Totals, College of Arts and Sciences		$196,353	$228,353	

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH
SCHOOL OF EDUCATION

Salaries per Annum—Regular Term

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Dean's Office:				
Secretary to Dean of Education	10	$ 1,800	$ 1,800	12
Stenographer, Physical Education		100	100	12
		$ 1,900	$ 1,900	
Education:				
Dean and Professor	10	$4,100	$ 4,300	9
Professor	13	3,500	3,600	9
Dean Emeritus (part time service)	28	1,988	1,988	9
Professor	2	3,200	3,400	9
Associate Professor	9	2,650	2,800	9
Assistant Professor	11	2,200	2,300	9
Instructor	6	1,650	1,800	9
Instructor			1,600	9
Graduate Assistant		300	300	9
		$ 19,588	$ 22,088	

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

School of Education (Continued)

Salaries per Annum—Regular Term

TITLE	Time Employed by State Prior to Nov. 1, 1918 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Demonstration School:				
Associate Professor and Superintendent Demonstration School	.....	$ 2,800	$ 3,000	9
High School Teacher and Assistant Principal	8	2,000	2,100	9
Kindergarten Teacher	.....	1,600	1,700	9
Primary Teacher	5	1,500	1,550	9
Primary Teacher	3	1,500	1,550	9
Primary Teacher	.....	1,450	1,550	9
Intermediate Teacher	1	1,550	1,650	9
Intermediate Teacher	1	1,500	1,600	9
Intermediate Teacher	2	1,600	1,700	9
Seventh Grade and Boys Physical Education	2	1,400	1,500	9
High School Teacher	2	1,600	1,600	9
High School Teacher	8	1,800	1,900	9
High School Teacher	5	1,700	1,800	9
High School Teacher	1	1,400	1,500	9
High School Teacher	.....	1,600	1,600	9
High School Teacher—Art and English	2	1,500	1,550	9
Commerce Teacher	1	1,450	1,500	9
Librarian	3	1,400	1,500	9
Instructor—Physical Education	.....	.....	1,500	9
Cafeteria Manager	1	300	300	9
Secretary (part time)	.....	.....	600	12
Graduate Assistant	.....	300	200	9
		$ 30,610	$ 33,510	
Industrial Arts:				
Associate Professor	17	$ 2,500	$ 2,600	9
Assistant Professor	10	1,950	2,000	9
Instructor	11	1,600	1,700	9
Instructor	.....	.....	1,600	9
Student Assistants	.....	250	250	9
		$ 6,300	$ 8,150	

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

School of Education (Continued)

Salaries per Annum—Regular Term

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Physical Education:				
Orthopedic Physician and Associate Professor Hygiene	3	$ 3,000	$ 3,100	9
Director Physical Education	20	3,000	3,100	9
Instructor	6	1,800	2,000	9
Instructor	.....	1,700	1,800	9
Instructor	3	1,600	1,700	9
Instructor	1	1,600	1,600	9
Instructor	5	1,450	1,500	9
Instructor	2	1,300	1,400	9
Student Assistants	.....	300	300	9
Student Assistant in Hygiene	.....	200	200	9
		$ 16,050	$ 16,700	
Nursery School:				
Head Teacher	.....	.....	$ 2,000	11
Four Graduate Assistants	.....	.....	2,400	11
Two Helpers	.....	.....	550	11
		.....	$ 4,950	
Totals, School of Education		$ 73,808	$ 87,358	

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

SCHOOL OF HOME ECONOMICS

Salaries per Annum—Regular Term

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Dean's Office:				
Stenographer (two-third time)	.....	$ 660	$ 1,000	12

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

School of Home Economics (Continued)

Salaries per Annum—Regular Term

TITLE	Time Employed by State Prior to Nov. 1, 1918 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Home Economics:				
Dean and Professor	16	$ 4,100	$ 4,300	9
Professor	7	3,000	3,100	9
Associate Professor		2,850	2,850	9
Associate Professor	15	2,500	2,700	9
Associate Professor			1,500	9
Assistant Professor	1	2,300	2,300	9
Instructor	4	1,800	1,800	9
Instructor	4	1,800	1,800	9
Instructor			900	9
Graduate Assistant, Demonstration School		400	400	9
Graduate Assistant, Demonstration School		500		9
Graduate Assistant in Institutional Management		300		9
		$ 19,550	$ 21,650	
Totals, School of Home Economics		$ 20,210	$ 22,650	

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

SCHOOL OF MUSIC

Salaries per Annum—Regular Term

TITLE	Time Employed by State Prior to Nov. 1, 1918 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Dean's Office:				
Secretary (one-third time)		$ 600	$ 500	12
Music:				
Dean and Professor	27	$ 4,100	$ 4,300	9
Professor	8	3,100	3,200	9

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

School of Music (Continued)

Salaries per Annum—Regular Term

TITLE	Year Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Music (Continued)				
Associate Professor	14	$ 2,800	$ 3,000	9
Associate Professor	12	2,800	3,000	9
Associate Professor	1	2,500	2,700	9
Assistant Professor	7	2,150	2,300	9
Assistant Professor	16	2,000	2,100	9
Instructor	4	1,800	1,900	9
Instructor	14	1,800	2,000	9
Instructor	4	1,600	1,700	9
Instructor	14	1,800	1,800	9
Instructor		1,600	1,600	9
Instructor		1,600	1,600	9
Instructor (part time)		800	800	9
Graduate Assistant		200	200	9
Student Assistants		150	150	9
		$ 30,800	$ 32,350	
Totals, School of Music		$ 31,400	$ 32,850	

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

ALL SCHOOLS

TITLE	Year Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
All Departments:				
Student Assistants		$ 2,000	$ 3,000	9
Emergency Appropriation:				
Emergency Appropriation Recommended—to be Used only in Case of Emergency Caused by Unusual Increased Enrollment				

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

ALL SCHOOLS (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1926 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Subject to Special Approval by the Board of Control before Being Used	.....	.....	$ 15,150	9
Totals, All School		$ 2,900	$ 18,150	
Totals for Resident Instruction and Departmental Research—Regular Term		$324,671	$389,361	

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

COLLEGE OF ARTS AND SCIENCES

SALARIES PER ANNUM—SUMMER TERM

TITLE	Time Employed by State Prior to Nov. 1, 1926 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
ART:				
Assistant Professor	1	$ 320	$ 200	1½
BACTERIOLOGY AND BOTANY:				
Professor	22	$ 520	$ 400	1½
Professor	16	470	375	1½
Instructor	.....	.....	195	1½
		$ 990	$ 970	
CHEMISTRY:				
Professor	15	$ 520	$ 400	1½
Professor	.....	.....	375	1½
Instructor	.....	150	195	1½
		$ 670	$ 970	

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

College of Arts and Sciences (Continued)

Salaries per Annum—Summer Term

TITLE	Year Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Classics:				
Associate Professor	13	$ 350	$ 300	1½
Economics and Commerce:				
Assistant Professor	22	$ 320	$ 260	1½
Assistant Professor			260	1½
Assistant Professor			260	1½
		$ 320	$ 780	
English:				
Professor and Head of Department	10	$ 500	$ 400	1½
Professor	16	470	375	1½
Professor	12	470	375	1½
Professor	10	370	375	1½
Professor			300	1½
Professor			300	1½
Instructor	7	200	195	1½
Instructor	13	200	195	1½
Instructor	3	200	195	1½
Instructor			195	1½
Graduate Assistant			60	1½
		$ 2,500	$ 2,965	
French and Spanish:				
Professor	12	$ 520		1½
Associate Professor	11	320	$ 300	1½
Associate Professor			300	1½
Assistant Professor	13	320	260	1½
" "	2	200	195	1½
Instructor			195	1½
Instructor			195	1½
Instructor			195	1½
Instructor			195	1½
Graduate Assistant			60	1½
		$ 1,470	$ 1,805	

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

College of Arts and Sciences (Continued)

Salaries per Annum—Summer Term

TITLE	Time Employed by State Prior to Nov. 1, 1908 Years	Salary Percent Year—Rate	Total Salary Recommended	Number Months Employed
History and Geography:				
Professor and Head of Department	12	$ 520	$ 600	1½
Professor	10	470	525	1½
Professor			525	1½
Associate Professor	10	370	300	1½
Associate Professor			300	1½
Assistant Professor	10	320	260	1½
Instructor	2	260	195	1½
Instructor	8	260	195	1½
Instructor			195	1½
Graduate Assistant			60	1½
		$ 2,200	$ 2,655	
Library Science:				
Instructor		$ 260	$ 195	1½
Instructor			195	1½
		$ 260	$ 390	
Mathematics:				
Associate Professor			$ 300	1½
Assistant Professor			300	1½
Instructor		$ 320	195	1½
		$ 320	$ 795	
Physics:				
Assistant Professor	1	$ 320	$ 260	1½
Assistant Professor			260	1½
		$ 320	$ 520	
Psychology:				
Professor and Head of Department	16	$ 520	$ 600	1½
Professor	9	470	525	1½
Associate Professor	8	370	300	1½
Associate Professor			300	1½
Assistant Professor			260	1½
Assistant Professor			260	1½
Graduate Assistant			60	1½
		$ 1,300	$ 1,955	

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

College of Arts and Sciences (Continued)

Salaries per Annum—Summer Term

TITLE	Time Employed in Years Prior to Nov. 1, 1928 Term	Salary Previous Year—Rate	Total Salary Rate needed	Number Months Employed
Sociology:				
Professor and Head of Department	20	$ 320	$ 400	1½
Associate Professor	10	320	300	1½
Associate Professor			300	1½
Assistant Professor		320	200	1½
Assistant Professor			200	1½
Instructor			195	1½
Instructor			195	1½
		$ 1,210	$ 1,910	
Zoology:				
Professor and Head of Department			$ 375	1½
Associate Professor	2	$ 320	300	1½
Graduate Assistant			60	1½
		$ 320	$ 735	
Student Assistants to All Departments		$ 320		
Totals, College of Arts and Sciences		$ 13,020	$ 17,100	

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

School of Education

Salaries per Annum—Summer Term

TITLE	Time Employed in Years Prior to Nov. 1, 1928 Term	Salary Previous Year—Rate	Total Salary Rate needed	Number Months Employed
Education:				
Dean and Head of Department	10	$ 320	$ 500	1½
Professor	13	470	375	1½
Professor		600	375	1½

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

School of Education (Continued)

Salaries per Annum—Summer Term

TITLE	Time Employed by State Prior to Nov. 1, 1929 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Education (Continued):				
Professor	2	$ 470	$ 375	1½
Professor			375	1½
Assistant Professor			260	1½
Instructor	6	255	195	1½
Instructor	3	230	195	1½
Instructor	1	210	180	1½
Instructor	5	240	180	1½
Instructor	2	250	180	1½
Instructor	8	255	180	1½
Instructor		210	180	1½
Instructor	2	255	180	1½
Instructor	1	255	180	1½
Instructor		150	180	1½
Instructor		230	180	1½
Instructor	2	230	180	1½
Instructor		230	180	1½
Instructor	1	255	180	1½
Instructor			180	1½
Graduate Assistant in Education		60	120	1½
Assistants in Demonstration School		120		
		$ 5,265	$ 5,110	
Industrial Arts				
Assistant Professor	10	$ 320	$ 260	1½
Assistant Professor			260	1½
Instructor	11	200	195	1½
Instructor		200	195	1½
Instructor		150	195	1½
Graduate Assistant			60	1½
Student Instructor		75		
		$ 1,005	$ 1,165	

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

School of Education (Continued)

Salaries per Annum—Summer Term

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Physical Education				
Professor and Head of Department	20	$ 400	$ 375	1½
Instructor		250	195	1½
Instructor			195	1½
Instructor			195	1½
Student Assistants		120	120	1½
		$ 770	$ 1,080	
Totals, School of Education		$ 7,070	$ 7,355	

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

School of Home Economics

Salaries per Annum—Summer Term

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Home Economics:				
Dean and Professor	16	$ 520	$ 400	1½
Associate Professor		320	375	1½
Associate Professor	7	200	375	1½
Assistant Professor		300	300	1½
Assistant Professor			300	1½
Instructor			195	1½
Instructor			195	1½
Instructor			195	1½
Graduate Assistant		40	60	1½
		$ 1,430	$ 2,355	
Totals, School of Home Economics		$ 1,430	$ 2,355	

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

School of Music

Salaries per Annum—Summer Term

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Music:				
Assistant Professor	.....	.....	$ 260	1½
Assistant Professor	7	$ 320	260	1½
Instructor	14	260	195	1½
Instructor	4	260	195	1½
Instructor	4	260	195	1½
Instructor	.....	.....	195	1½
Instructor	.....	.....	195	1½
Instructor (part time)	.....	100	100	1½
		$ 1,200	$ 1,505	
Totals, School of Music		$ 1,200	$ 1,505	

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

All Departments

Salaries per Annum—Summer Term

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Miscellaneous:				
Student Assistants	.....	$ 857	$ 850	1½
		$ 857	$ 850	
Totals, All Departments		$ 857	$ 850	
Totals for Resident Instruction and Departmental Research—Summer Term		$ 23,577	$ 29,295	

Note: Summer School to have 2 terms of 6 weeks each instead of 1 term of 8 weeks as heretofore.

LIBRARIES

SALARIES PER ANNUM

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Librarian	17	$ 3,650	$ 3,800	11
Reference Librarian	12	2,400	2,500	11
Cataloguer	1	1,900	2,100	11
Assistant Librarian	10	2,050	2,100	11
Assistant Librarian	8	1,820	1,920	11
Assistant Librarian	16	1,750	1,800	11
Assistant Librarian	3	1,700	1,800	11
Assistant to Librarian	8	1,600	1,700	11
Assistant to Librarian	1	1,500	1,600	11
Assistant to Librarian	.....	.....	1,600	11
Assistant to Librarian	.....	1,500	1,600	11
Assistant to Librarian	.....	.....	1,600	11
Stenographer	1	660	1,320	11
Student Assistants		$ 1,100	$ 1,100	11
		$ 21,630	$ 26,540	

HOME DEMONSTRATION EXTENSION

SALARIES PER ANNUM

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Extension Nutritionist	7	$ 2,064	$ 2,064	12
Stenographer	20	1,476	1,476	12
Special Janitor Service	.....	460	460	12
Home Demonstration Assistant	.....	.....	1,000	12
Home Demonstration Assistant	.....	.....	1,000	12
Home Demonstration Assistant	.....	.....	1,000	12
		$ 4,000	$ 7,000	

OPERATION AND MAINTENANCE OF PHYSICAL PLANT

Salaries per Annum

TITLE	Time Employed by State Prior to Nov. 1, 1918 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Chief Engineer and Foreman of Upkeep Work	8	$ 2,800	$ 3,000	12
Heating and Plumbing Superintendent	8	2,040	2,100	12
Assistant Plumber	7	1,740	1,800	12
Plumber's Helper	.....	780	936	12
Head Carpenter	8	1,860	1,860	12
Assistant Carpenter	3	1,404	1,560	12
Chief Electrician	9	1,920	1,980	12
Assistant Electrician	2	1,144	1,196	12
Painter	4	1,404	1,560	12
Assistant Painter	.....	1,040	1,040	12
Assistant Painter	.....	.....	1,040	12
Head Mechanic	6	1,300	1,560	12
Day Policeman	.....	780	900	12
Night Watchman	6	1,320	1,320	12
Custodian of Buildings and Superintendent of Janitors	2	1,200	1,320	12
Fifteen Janitors	.....	8,400	9,024	12
Head Gardener	22	1,080	1,080	12
Assistant Gardener on Campus	.....	624	624	12
Campus Labor Foreman	.....	1,320	1,200	12
Truck Driver	.....	780	780	12
Two Helpers on Truck	.....	1,248	1,248	12
Laborers on Campus	.....	3,600	4,000	12
Laborers and General Helpers	.....	3,200	3,600	12
Head Fireman at Plant	.....	936	1,040	12
Fireman at Plant	.....	936	936	12
Assistant Fireman at Plant	.....	728	780	12
		$ 43,584	$ 47,484	
Totals, Operation and Maintenance of Physical Plant		$ 43,584	$ 47,484	
Total for Salaries		$477,523	$564,140	

DETAIL OF EXPENSE

GENERAL ADMINISTRATION AND GENERAL EXPENSE

Necessary and Regular Expense

Description	Expenditure Year Ended June 30, 1928	Requested 1 Year	Requested 2 Years
Postage, Stationery and Stationery:			
President's Office	$ 340.87	$ 600	$ 1,200
Registrar's Office	2,201.92	2,150	4,300
Dean of Student's Office	312.70	325	650
Director of Personnel Office	1,119.18	1,000	2,000
Business Manager's Office	4,922.70	4,500	9,000
Alumnae and Publicity Office	2,604.42	2,800	5,600
	$11,301.79	11,375	22,750
Travel Expense:			
President and Others	$ 572.94	$ 900	$ 1,800
Dean of Students	57.35	100	200
Director of Personnel	106.90	100	200
Registrar	64.09	100	200
Business Manager	21.75	100	200
	$ 782.84	$ 1,300	$ 2,600
Miscellaneous:			
Graduate Committee	$ 55.48		
Printing Freshman Course Books	194.40	$ 200	$ 400
Teacher's Class Books	53.32	75	150
Intelligence Tests, Testing Supplies and Testing Committee Expense	386.30	700	1,400
Catalogs and Regular Bulletins	2,153.82	3,000	6,000
Miscellaneous Advertising and Special Bulletins	965.18	1,200	2,400
Commencement Expense	1,729.33	1,800	3,600
Multigraph Work — All Departments	1,511.73	1,400	2,800
Telegrams	102.56	200	400
Telephones	1,063.49	1,300	2,600
Miscellaneous Expense for President	120.28	1,200	2,400

DETAIL OF EXPENSE

GENERAL ADMINISTRATION AND GENERAL EXPENSE

Necessary and Regular Expense (Continued)

Description	Expenditures from 7/1/37 to 6/30/38	Requested	
		1 Year	2 Years
Furniture, Typewriters and Office Machines for Executive Offices	322.22	1,500	3,000
Expense in Connection with Workmen's Compensation as Required under Chapter 17,481	336.02	5,000	10,000
Replacements, Additions, and Repairs to Classroom Furniture	46.09	1,500	3,000
	$ 9,552.22	$ 19,675	$ 38,150
Total	$21,926.85	$ 31,750	$ 63,500

DETAIL OF EXPENSE

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

COLLEGE OF ARTS AND SCIENCES

Necessary and Regular Expense

Description	Expenditures from 7/1/37 to 6/30/38	Requested	
		1 Year	2 Years
Postage, Supplies and Stationery:			
Dean's Office	$68.37	$ 75	$ 150
Travel Expense:			
Dean	$ 17.25	$ 100	$ 200
All Departments	680.81	900	1,800
	$ 698.06	$ 1,000	$ 2,000
Art:			
Equipment and Supplies	$ 561.09	$ 620	$ 1,240

DETAIL OF EXPENSE

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

COLLEGE OF ARTS AND SCIENCES

NECESSARY AND REGULAR EXPENSE (Continued)

DESCRIPTION	Expenditures from 7/1/37 to 6/30/38	REQUESTED	
		1 Year	2 Years
BACTERIOLOGY AND BOTANY:			
Equipment, Bacteriology	$ 51.00	$ 150	$ 300
Supplies, Bacteriology	88.98	175	350
Equipment, Botany	319.08	400	800
Supplies, Botany	348.80	300	600
	$ 807.86	$ 1,025	$ 2,050
CHEMISTRY:			
Equipment	$ 924.58	$ 1,600	$ 3,200
Supplies	4,789.22	3,400	6,800
	$ 5,713.80	$ 5,000	$ 10,000
CLASSICS:			
Equipment and Supplies	$ 47.23	$ 100	$ 200
ECONOMICS AND COMMERCE:			
Equipment and Supplies	$ 579.64	$ 1,400	$ 2,800
ENGLISH			
Speech—Programs, Miscellaneous Expense and Equipment	$ 214.02	$ 500	$ 1,000
English and Journalism—Equipment and Supplies	$ 307.66	350	700
	$ 521.68	$ 850	$ 1,700
HISTORY AND GEOGRAPHY:			
History and Political Science, Equipment and Supplies	$ 103.25	$ 100	$ 200
Geography, Equipment and Supplies	423.97	450	900
Social Studies Equipment and Supplies	62.75	100	200
	$ 589.97	$ 650	$ 1,300
LIBRARY SCIENCE:			
Books and Supplies	$ 200.00	$ 400	$ 800

DETAIL OF EXPENSE
RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH
COLLEGE OF ARTS AND SCIENCES

NECESSARY AND REGULAR EXPENSE (Continued)

DESCRIPTION	Expenditures from 7/1/37 to 6/30/38	REQUESTED	
		1 Year	2 Years
MATHEMATICS:			
Equipment and Supplies	$ 348.03	$ 200	$ 400
MODERN LANGUAGES:			
Equipment and Supplies	$ 102.43	$ 100	$ 200
PHYSICS:			
Equipment	$ 1,356.06	$ 1,500	$ 3,000
Supplies	241.12	350	700
	$ 1,597.18	$ 1,850	$ 3,700
PHILOSOPHY:			
Equipment and Supplies	$ 42.98	$ 50	$ 100
PSYCHOLOGY:			
Equipment—Special and Current Equipment for New Laboratory	$ 5,451.71	$ 2,200	$ 4,400
Supplies	127.75	200	400
	$ 5,579.46	$ 2,400	$ 4,800
SOCIOLOGY			
Equipment and Supplies and Special Expense for Case Work Practice	$ 367.77	$ 450	$ 900
ZOOLOGY			
Equipment	$ 405.42	$ 775	$ 1,550
Supplies	290.33	225	450
Physiology—Equipment and Supplies	260.07	250	500
	$ 955.82	$ 1,250	$ 2,500
Totals	$18,884.37	$ 17,420	$ 34,840

DETAIL OF EXPENSE
RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH
SCHOOL OF EDUCATION

Necessary and Regular Expense

Description	Expenditures from 7/1/37 to 6/30/38	Requested	
		1 Year	2 Years
Postage, Supplies and Stationery:			
Dean's Office	$ 361.80	$ 400	$ 800
Physical Education Department—Office	59.85	60	120
	$ 421.65	$ 460	$ 920
Travel Expense:			
Dean	$ 57.16	$ 150	$ 300
Faculty	204.09	200	400
	$ 261.25	$ 350	$ 700
Demonstration School:			
Equipment		$ 660	$ 1,320
Office Supplies and Equipment		300	600
Physical Education	$ 2,583.61	125	250
Supplies for All Departments		955	1,910
Miscellaneous		460	920
	$ 2,583.61	$ 2,500	$ 5,000
Industrial Arts:			
Equipment	$ 470.36	$ 650	$ 1,300
Supplies	2,314.18	2,000	4,000
	$ 2,784.54	$ 2,650	$ 5,300
Kindergarten:			
Equipment and Supplies	$ 234.92	$ 230	$ 460
Nursery School:			
Material and Upkeep, Equipment and Transportation	$ 504.00	$ 500	$ 1,000
Totals	$ 6,789.97	$ 6,690	$ 13,380

DETAIL OF EXPENSE

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

SCHOOL OF HOME ECONOMICS

Necessary and Regular Expense

Description	Expenditures from 7/1/37 to 6/30/38	Requested	
		1 Year	2 Years
Postage, Supplies and Stationery:			
Dean's Office	$ 243.29	$ 125	$ 250
Travel Expense:			
Dean	$ 79.25	$ 100	$ 200
Faculty	88.25	100	200
To Assist Home Demonstration Agents	53.23	150	300
Vocational Travel Fund for Student Teachers	76.65	.....	.....
	$ 297.38	$ 350	$ 700
Home Economics:			
Equipment	$ 1,031.68	$ 1,700	$ 3,400
Supplies	1,561.23	1,500	3,000
Home Management House—Repairs, Equipment and Supplies	151.17	350	700
Connecting Home Management House with Heating Plant	.....	700	1,400
	$ 2,744.08	$ 4,250	$ 8,500
Totals	$ 3,284.75	$ 4,725	$ 9,450

DETAIL OF EXPENSE

RESIDENT INSTRUCTION AND DEPARTMENTAL RESEARCH

SCHOOL OF MUSIC

Necessary and Regular Expense

Description	Expenditures from 7/1/37 to 6/30/38	Requested	
		1 Year	2 Years
Postage, Supplies and Stationery:			
Dean's Office	$ 78.28	$ 75	$ 150
Travel Expense:			
Dean	32.65	100	200
Faculty	96.95	100	200
	$ 129.60	$ 200	$ 400
Music Department:			
Tuning and Repairing Pianos	$ 1,624.05	$ 1,400	$ 2,800
Tuning and Repairing Organs	496.70	600	1,200
Supplies	75.83	125	250
New Equipment and Pianos	64.21	600	1,200
Public School Music Supplies and Equipment	290.93	200	400
Orchestra Equipment and Music Supplies	237.48	100	200
Repairs to Instruments	8.85	100	200
Glee Club Music	169.41	150	300
New Organ	5,494.96	.....	.....
New Grand Piano	.....	1,000	2,000
	$ 8,452.42	$ 4,275	$ 8,550
Totals	$ 8,660.30	$ 4,550	$ 9,100
Totals for Expense—All Schools	$37,619.39	$ 33,385	$ 66,770

DETAIL OF EXPENSE

LIBRARIES

Necessary and Regular Expense

Description	Expenditures from 7-1-37 to 6-30-38	Requested 1 Year	Requested 2 Years
Books—General	$ 8,990.38	$ 10,000	$ 20,000
Books—Special, for Survey Courses	.....	500	1,000
Magazines	1,992.43	2,150	4,300
Bindings	1,784.19	1,800	3,600
Magazines (back files)	761.16	1,500	3,000
Library of Congress Cards and Supplies	800.39	900	1,800
	$14,328.55	$ 16,850	$ 33,700
Totals	$14,328.55	$ 16,850	$ 33,700

HOME DEMONSTRATION EXTENSION

Necessary and Regular Expense

Description	Expenditures from 7-1-37 to 6-30-38	Requested 1 Year	Requested 2 Years
Extension Nutritionist, Travel	$ 967.05	$ 1,000	$ 2,000
Traveling Expense	.....	450	900
Printing	.....	500	1,000
Operating—Office Supplies, Telegrams, Telephone, Janitor and Supplies for Demonstrations	2,532.95	2,200	4,400
Short Course	.....	500	1,000
	$ 3,500.00	$ 4,650	$ 9,300
Totals	$ 3,500.00	$ 4,650	$ 9,300

DETAIL OF EXPENSE

OPERATION AND MAINTENANCE OF PHYSICAL PLANT

Necessary and Regular Expense

DESCRIPTION	Expenditures from 7-1-37 to 6-30-38	REQUESTED	
		1 Year	2 Years
Fuel	$ 7,100.55	$ 8,000	$ 16,000
Gas	437.02	500	1,000
Light and Power	4,951.34	6,200	12,400
Water	2,268.34	3,600	7,200
Janitor's Supplies and Equipment	2,274.96	2,400	4,800
Upkeep and Extension of Lights	512.96	1,000	2,000
Miscellaneous Supplies	2,007.56	1,400	2,800
Tools, Gas, Oil and Other Supplies for Campus Upkeep	3,036.40	1,600	3,200
Electric Material and Supplies	651.89	2,000	4,000
Building Material—Lumber, Nails, Hardware and Upkeep Supplies	2,497.80	4,500	9,000
Paint and Paint Materials	1,768.10	3,000	6,000
Plumbing and Heating Materials	2,893.54	4,000	8,000
Reroof Practice House	.....	500	1,000
Relaying Steam and Hot Water Mains	.....	2,500	5,000
Special Equipment and Furniture	899.41	1,500	3,000
For Purchasing and Installing a New High Voltage Electric Distributing Unit (present Unit has reached its full capacity)	.....	1,500	3,000
Additional Storm and Sanitary Sewers	30.15	1,500	3,000
Grading, Upkeep of Roads and Drainage and Widening Campus Drive from Library west	2.85	2,000	4,000
Building Additional Stacks for Stack Room	.....	7,500	15,000
Installation of Campus Phone System	.....	2,500	5,000
Reroof Flat Deck of Reynolds Hall—65 sq.			
Reroof Demonstration School-240 sq.	3,815.26	.....	.....
Reroof Employee's House No. 35-20 sq.			
Paint Main Auditorium and Special Repairs	1,579.76	.....	.....
Complete Unfinished Rooms in Education Building	28.62	400	800
New Boiler for Heating Plant	28,207.28	.....	.....

DETAIL OF EXPENSE

OPERATION AND MAINTENANCE OF PHYSICAL PLANT (Continued)

Necessary and Regular Expense

DESCRIPTION	Expenditures from 7/1/37 to 6/30/38	REQUESTED	
		1 Year	2 Years
Electric Light Fixtures for New Education Building	$ 498.74	.....	.....
Additional Water Softener	3,374.36	.....	.....
Building Additional Space for Reference Room and Periodicals in Library	497.89	.....	.....
Filing Cases for Pamphlets, Maps, etc.	358.17	.....	.....
Moving Cottages	1,797.19	.....	.....
Organ Chamber	2,726.21	.....	.....
Phone Line—Heating Plant	195.35	.....	.....
Phone Line—Police	467.33	.....	.....
Scales for Heating Plant	305.46	.....	.....
Student-Alumnae Building	1,182.42	.....	.....
	$76,566.91	$ 58,100	$ 116,200
Totals	$76,566.91	$ 58,100	$ 116,200
Totals for Necessary and Regular Expense	$153,941.70	$ 144,735	$ 289,470

BUDGET RECOMMENDED

BY

BOARD OF CONTROL

For

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

During Biennium 1939-1941

BUDGET RECOMMENDED BY BOARD OF CONTROL

FOR

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

State Appropriations for the Florida School for the Deaf and the Blind for each year of the Biennium July 1, 1937, to June 30, 1939:		
For Salaries	$ 52,000.00	
For Necessary and Regular Expenses	96,000.00	
Total		$243,000.00
State Appropriations Requested for each year of the Biennium 1939-1941:		
For Salaries	$ 87,755.00	
For Necessary and Regular Expenses	110,516.30	
Total		$198,271.30
State Appropriation requested for Buildings during the next Biennium:		
Desiring Walker Hall	$ 1,000.00	
Repairs to Roofs	2,300.00	
Repairs to Roads on Campus and New Road to Farm and south of Campus	10,000.00	
Shop and Maintenance Building	6,000.00	
New Central Heating Plant and New Cisterns around Steam Lines and Repairs	19,856.12	
Rehabilitation of Buildings and Removal of Nuisances to Farm	300,000.00	
Total		$339,356.12

DETAIL OF EXPENSE

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
ADMINISTRATION				
*President	7	$ 3,600	$ 3,600	12
Supervising Auditor		150		
‡Secretary and Bookkeeper	10	1,020	1,140	12
‡Office Assistant	4	750	1,000	12
		$ 5,520	$ 5,740	
MAINTENANCE AND OPERATION OF PLANT				
General Foreman	24	$ 2,400	$ 2,400	12
Night Watchman	8	1,200	1,200	12
Night Watchwoman	1	315	315	9
		$ 3,915	$ 3,915	
SCHOOL FOR THE DEAF				
‡Supervising Teacher	26	$2,500	$ 2,500	10
Teacher	18	1,800	1,800	9
Teacher	15	1,800	1,800	9
Teacher	18	1,665	1,665	9
Teacher and Coach	1	1,912.50	2,025	9
Teacher	8	1,575	1,575	9
Teacher	1	1,440	1,485	9
Teacher	1	1,440	1,485	9
Teacher	10	1,620	1,620	9
†Teacher	7	1,575	1,575	9
Teacher	1	1,305	1,350	9
Teacher	6	1,755	1,755	9
Teacher	1	1,395	1,440	9
Teacher	2	1,665	1,755	9
†Teacher	3	1,800	1,800	9
Teacher	11	1,440	1,440	9
Teacher	12	1,395	1,440	9
Teacher	3	1,575	1,665	9

*-Full maintenance President and family $100.00 per month.

†-Full maintenance Employees $50.00 per month.

‡Part Maintenance—1 meal, $8.00 per month.

DETAIL OF EXPENSE (Continued)

TITLE	Year Employed by State Prior to Nov. 1, 1938 Years	Salary Previous Year—Rate	Total Salary Records Needed	Number Months Employed
SCHOOL FOR THE DEAF (Continued)				
Teacher	3	$1,530	$ 1,620	9
Teacher	9	1,440	1,440	9
Teacher	11	1,530	1,530	9
Teacher	7	1,575	1,575	9
Teacher Rhythm	1	1,440	1,485	9
Instructor—Printing	12	1,350	1,350	9
Instructor-Carpentry	12	1,530	1,530	9
Instructor—Painting	9	1,197	1,197	9
Instructor—Baking	9	1,071	1,071	9
Instructor—Shoe Repairing	2	540	540	9
Assistant Sewing Instructor	9	270	270	9
Instructor—Beauty Culture	1	405	405	9
Colored Teacher	15	630	630	9
‡Colored Teacher	23	585	585	9
‡Colored Teacher	8	540	585	9
‡Colored Teacher	19	600	600	10
Librarian and Clerk	14	900	900	9
		$46,290.50	$ 47,668	
SCHOOL FOR THE BLIND				
Teacher	1	$ 1,575	$ 1,620	9
†Teacher	32	1,440	1,440	9
Teacher	3	1,107	1,152	9
Teacher	13	1,350	1,350	9
Teacher	15	1,350	1,350	9
Teacher	6	1,170	1,215	9
Music Teacher	27	1,665	1,665	9
Music Teacher	12	1,290	1,350	9
‡Colored Teacher	25	900	900	9
‡Colored Teacher	2	495	495	9
Colored Teacher			675	9
Foreman—Workshop for Blind	17	1,575	1,575	9
		$ 13,887	$ 14,787	
DORMITORIES				
*Supervisor—Bloxham Cottage	1	$ 585	$ 585	9
*Supervisor—Bloxham Cottage	1	585	585	9
*Supervisor—Wartmann Cottage	1	585	585	9

† Full maintenance employees $50.00 per month.
‡ Part maintenance—1 meal, $8.00 per month.
§ Part maintenance—2 meals, $16.00 per month.

DETAIL OF EXPENSE (Continued)

TITLE	Time Employed by Note Prior to Nov. 1, 1929 Years	Salary Previous Year — Rate	Total Salary Recommended	Number of Months Employed
DORMITORIES (Continued)				
†Supervisor—Wartmann Cottage	1	$ 895	$ 585	9
†Girls' Supervisor	38	900	900	9
†Assistant Girls' Supervisor	6	585	585	9
†Blind Girls' Supervisor	7	585	585	9
†Assistant Girls' Supervisor	2	675	765	9
†Boys' Supervisor	17	1,125	1,125	9
†Boys' Supervisor	17	720	720	9
†Blind Boys' Supervisor	1	675	765	9
†Assistant Boys' Supervisor	13	585	585	9
†Matron — Colored Girls' Supervisor	27	650	650	10
†Colored Boys' Supervisor	1	$ 360	$ 360	9
		$ 9,110	$ 9,380	
DINING HALLS				
†Matron	14	$ 1,320	$ 1,440	12
†Housekeeper	3	950	1,000	10
†Assistant Housekeeper	1	495	495	9
		$ 2,765	$ 2,935	
HOSPITAL				
†Nurse	1	$ 900	$ 900	9
Physician	5	810	810	9
Dentist	4	810	810	9
Ear, Eye and Throat Specialist	3	810	810	9
		$ 3,330	$ 3,330	
Total		$83,317.50	$ 87,755	

†-Full maintenance Employees $50.00 per month

NECESSARY AND REGULAR EXPENSE

DESCRIPTION	Expenditures from 7-1-57 to 6-30-58	REQUESTED	
		1 Year	2 Years
ADMINISTRATION			
Labor	$ 780.00	$ 780.00	$ 1,560.00
Stationery and Office Expense	650.33	600.00	1,320.00
Gas, Oil and Grease	373.67	375.00	750.00
Telephone and Telegraph	233.15	280.00	560.00
Travel	72.20	225.00	450.00
Freight and Express	306.15	325.00	650.00
Printing and Publicity	92.46	125.00	250.00
Compensation Insurance	17.96	25.00	50.00
Boiler Insurance	163.92	175.00	350.00
Surety Bonds and Burglary Insurance	36.92	86.00	172.00
Membership Dues	10.00	25.00	50.00
Office Equipment		150.00	300.00
	$ 2,740.18	$ 3,191.00	$ 6,382.00
MAINTENANCE AND OPERATION OF PLANT:			
Labor	$ 5,611.90	$ 7,410.00	$14,820.00
Fuel Purchased	5,296.22	5,600.00	11,200.00
Cleaning Supplies	349.55	400.00	800.00
Gas, Oil and Grease	297.80	300.00	600.00
Electrical Supplies	652.98	500.00	1,000.00
Plumbing Supplies	1,518.61	1,600.00	3,200.00
Hardware and Paint	2,162.31	2,200.00	4,400.00
Light and Water Purchased	3,869.34	4,300.00	8,600.00
Repairs and Alterations of Buildings	2,039.23	5,100.00	10,200.00
Repairs and Alterations of Other Improvements	711.42	800.00	1,600.00
Repairs and Alterations of Equipment	1,731.31	1,800.00	3,600.00
Furniture for Buildings (New)	4,236.71	3,790.00	7,580.00
Machinery and Tools (New)	3,039.42	2,831.50	5,663.00
Improvements Other than Buildings (New)	112.50	2,000.00	4,000.00
	$31,640.30	$38,631.50	$77,263.00

NECESSARY AND REGULAR EXPENSE (Continued)

DESCRIPTION	Expenditure from 7/1/37 to 6/30/38	REQUESTED	
		1 Year	2 Years
School for the Deaf			
Labor	$ 168.90	$ 250.00	$ 500.00
School Books	333.07	400.00	800.00
School Supplies	860.45	850.00	1,700.00
Printing Supplies	699.49	700.00	1,400.00
Shoe Repair Supplies	272.85	275.00	550.00
Transportation (Pupils)	1,070.06	1,100.00	2,200.00
Gas Purchased	37.08	40.00	80.00
Scholarships	200.00	800.00	1,600.00
Library Books (New)	252.66	250.00	500.00
Educational Equipment and Apparatus (New)	399.51	982.50	1,965.00
	$ 4,294.07	$ 5,617.50	$11,295.00
School for the Blind			
Labor	$ 194.00	$ 150.00	$ 300.00
School Books	33.80	200.00	400.00
School Supplies	201.01	250.00	500.00
Handiwork Supplies	107.26	125.00	250.00
Broom Supplies for Workshop	1,815.19	2,000.00	4,000.00
Transportation (Pupils)	416.70	500.00	1,000.00
Piano and Organ Tuning and Repairs	119.50	200.00	400.00
Scholarships	600.00	600.00	1,200.00
Library Books (New)	.....	250.00	500.00
Educational Equipment and Apparatus (New)	132.40	1,432.50	2,865.00
	$ 3,619.86	$ 5,707.50	$11,415.00
Dormitories			
Labor	$ 1,646.44	$ 2,970.00	$ 5,940.00
Laundry	1,632.95	1,000.00	2,000.00
	$ 3,279.39	$ 3,970.00	$ 7,940.00
Dining Halls			
Labor	$ 5,044.32	$ 5,845.00	$11,690.00
Meats	6,542.05	6,500.00	13,000.00
Eggs	1,467.55	1,400.00	2,800.00

NECESSARY AND REGULAR EXPENSE (Continued)

DESCRIPTION	Expenditures from 7/1/37 to 6/30/38	REQUESTED	
		1 Year	2 Years
Dining Halls (Continued)			
Milk and Butter	$ 8,565.85	$ 7,500.00	$15,000.00
Produce	3,443.82	3,500.00	7,000.00
Staple Groceries	8,109.22	6,000.00	12,000.00
Canned Goods	853.24	3,000.00	6,000.00
Supplies and Replacements	905.78	600.00	1,200.00
Laundry	331.02	1,000.00	2,000.00
	$ 35,352.85	$35,345.00	$70,690.00
Laundry			
Labor	$ 1,725.80	$ 2,030.00	$ 4,060.00
Cleaning Supplies	170.15	200.00	400.00
	$ 1,895.95	$ 2,230.00	$ 4,460.00
Hospital			
Labor	$ 425.27	$ 470.00	$ 940.00
Medical and Hospital Supplies	764.74	800.00	1,600.00
Gas Purchased	22.86	43.00	86.00
	$ 1,212.87	$ 1,313.00	$ 2,626.00
Recreation			
Athletic Supplies	$ 702.69	$ 750.00	$ 1,500.00
Dairy			
Labor	$ 1,695.10	$ 2,326.00	$ 4,652.00
Feeding Supplies	4,192.40	4,200.00	8,400.00
Other Farm Supplies	105.58	150.00	300.00
Gas, Oil and Grease	449.24	450.00	900.00
Land—Clearing New Land	.....	1,000.00	2,000.00
	$ 6,442.32	$ 8,126.00	$16,252.00
Poultry			
Labor	$ 458.73	$ 200.00	$ 400.00
Feeding Supplies	1,373.33	1,375.00	2,750.00
Other Farm Supplies	25.85	50.00	100.00
Poultry Purchased	162.50	450.00	900.00
	$ 2,020.41	$ 2,075.00	$ 4,150.00

NECESSARY AND REGULAR EXPENSE (Continued)

DESCRIPTION	Expenditures from 7-1-27 to 6-30-28	REQUESTED	
		1 Year	2 Years
PRODUCE FARM			
Labor	$ 600.00	$ 980.00	$ 1,960.00
Feeding Supplies	352.09	350.00	700.00
Fertilizer	383.78	300.00	600.00
Other Farm Supplies	381.27	100.00	200.00
Repairs and Alterations of Equipment	224.08	100.00	200.00
Machinery and Tools (New)	50.00	1,000.00	2,000.00
	$ 2,171.22	$ 2,830.00	$ 5,660.00
HOGS			
Labor	$ 458.74	$ 200.00	$ 400.00
Feeding Supplies	50.50	400.00	800.00
Other Farm Supplies	.....	100.00	200.00
	$ 509.24	$ 700.00	$ 1,400.00
	$ 95,831.35	$110,516.50	$221,033.00

BUDGET RECOMMENDED

BY

BOARD OF CONTROL

FOR

FLORIDA A. & M. COLLEGE FOR NEGROES

During Biennium 1939-1941

BUDGET RECOMMENDED BY BOARD OF CONTROL

FLORIDA A. & M. COLLEGE FOR NEGROES

FOR NEXT BIENNIUM

State Appropriation for the Florida A. & M. College for Negroes for each year of the Biennium July 1, 1937, to June 30, 1939:		
For Salaries	$ 95,500.00	
For Summer School Salaries	10,340.00	
For Necessary and Regular Expenses	21,500.00	
Special Repairs	18,750.00	
Total		$ 146,090.00
State Appropriation requested for the Florida A. & M. College for Negroes for each year of the Biennium July 1, 1939, to June 30, 1941:		
For Salaries:		
Regular School	$ 110,560.00	
Summer School	10,340.00	
For Necessary and Regular Expenses	31,500.00	
Special: Necessary and Regular Repairs	18,750.00	
Total		$ 171,150.00
Estimated Income for the College from Other Sources:		
Morrill Fund (Federal)	$ 25,000.00	
Bankhead-Jones Fund (Federal)	18,977.57	
Incidental Fund	10,000.00	
Hospital Fund	4,500.00	
Total Other Sources		$ 58,477.57
Grand Total Revenues		$ 279,627.57

SUMMARY OF APPROPRIATION REQUESTED

DEPARTMENT OR DIVISION	SALARIES		NECESSARY AND REGULAR EXPENSE	
	1 Year	2 Years	1 Year	2 Years
Officers of Administration	$15,330.00	$30,660.00		
Division of Arts and Science	49,309.50	98,619.00	$ 7,140.00	$14,280.00
Division of Education	15,952.50	31,905.00		
Division of Music	6,073.00	12,146.00		
Division of Agriculture	15,580.00	31,160.00	9,325.00	18,650.00
Division of Mechanic Arts	18,057.50	36,115.00	6,412.57	12,825.14
Division of Home Economics	7,047.50	14,095.00	1,700.00	3,400.00
Division of Health and Nurse Training	5,300.00	10,600.00	1,455.00	2,910.00
Summer School	10,340.00	20,680.00		
Administrative Department	17,910.00	35,820.00	23,945.00	47,890.00
Total	$160,900.00	$321,800.00	$ 49,977.57	$ 99,955.14
Less Amount to be Paid from funds received from other sources	$ 40,000.00	$80,000.00	$ 18,477.57	$ 36,955.14
Leaving amount to be Paid from State Appropriation requested	$120,900.00	$241,800.00	$ 31,500.00	$ 63,000.00

NOTE: Special Building Repairs $18,750.00.

FLORIDA AGRICULTURAL & MECHANICAL COLLEGE

DETAIL OF EXPENSE

SALARIES PER ANNUM

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
OFFICERS OF ADMINISTRATION				
President	14	$3,600.00	$3,600.00	12
Vice-President, Dean of Men	17	2,400.00	2,400.00	12
Commandant	14	1,800.00	1,800.00	12
Dean of Women	16	1,155.00	1,155.00	10½
Women's Personal Director			1,575.00	10½
Business Manager	14	2,400.00	2,400.00	12
Registrar	14	2,400.00	2,400.00	12
DIVISION OF ARTS AND SCIENCES				
Dean and Professor	10	2,400.00	2,400.00	12
Chaplain and Sociology	3	1,200.00	1,275.00	8½
Assistant Professor	5	1,080.00	1,147.50	8½
Assistant Professor	10	1,080.00	1,147.50	8½
Psychology	3	1,200.00	1,275.00	8½
DEPARTMENT OF MATHEMATICS				
Professor and Head	16	2,400.00	2,400.00	12
Associate Professor	5	1,200.00	1,275.00	8½
Assistant Professor	3	1,080.00	1,147.50	8½
Assistant Professor		1,200.00	1,275.00	8½
Instructor		1,000.00	1,147.50	8½
DEPARTMENT OF SCIENCE				
Professor and Head	11	2,200.00	2,200.00	11
Associate Professor	5	1,400.00	1,487.50	8½
Associate Professor	4	1,400.00	1,487.50	8½
Assistant Professor	7	1,080.00	1,147.50	8½
DEPARTMENT OF BUSINESS				
Professor	2	1,000.00	1,062.50	8½
Assistant Professor	5	880.00	935.00	8½
Instructor			1,147.50	8½

DETAIL OF EXPENSE

Salaries per Annum (Continued)

Title	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Recommended	Number Months Employed
Department of English				
Professor	10	$1,837.50	$1,837.50	10½
Associate Professor	4	1,200.00	1,275.00	8½
Assistant Professor		1,080.00	1,147.50	8½
Assistant Professor	5	1,000.00	1,062.50	8½
Instructor	3	1,000.00	1,147.50	8½
Instructor	9	880.00	935.00	8½
Instructor			1,147.50	8½
Department of Physical Education				
Head Coach and Director	3	2,000.00	2,000.00	11
Assistant Coach and Instructor	2	1,190.00*	2,000.00	11
Girls Instructor	3	1,120.00	1,190.00	8½
Girls Instructor	5	1,000.00	1,147.50	8½
Art Department				
Instructor	15	1,160.00	1,232.50	8½
Instructor			1,062.50	8½
Department of Languages				
Professor	4	1,200.00	1,275.00	8½
Associate Professor	7	1,200.00	1,275.00	8½
Library				
Head Librarian	7	1,700.00	1,700.00	11
Assistant Librarian	8	1,300.00	1,365.00	10½
Assistant Librarian	1	1,000.00	1,062.50	10½
Assistant Librarian	3	900.00	1,062.50	10½
Division of Education				
Dean and Professor	7	2,200.00	2,400.00	11
Professor of Education and Extension	14	2,400.00	2,400.00	12
Instructor Rural Education	7	1,000.00	1,147.50	8½
Assistant Professor	5	1,080.00	1,147.50	8½
Instructor	10	1,200.00	1,275.00	10½
Instructor	9	880.00	1,062.50	8½

*—8 months.

DETAIL OF EXPENSE

Salaries per Annum (Continued)

TITLE	Time Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Known (needed)	Number Months Employed
Division of Education (Cont'd)				
Critic Teacher	9	$ 800.00	$ 850.00	8½
Critic Teacher	8	800.00	850.00	8½
Critic Teacher	6	880.00	1,062.50	8½
Critic Teacher	5	880.00	1,062.50	8½
Critic Teacher	12	800.00	850.00	8½
Industrial Art	1	640.00	1,050.00	10½
Department of Music				
Director and Pipe Organ	4	2,200.00	2,200.00	11
Instructor Piano	8	1,280.00	1,487.50	8½
Bandmaster	7	1,000.00	1,147.50	8½
Public School Music	4	800.00	850.00	8½
Instructor Piano	4	800.00	850.00	8½
Division of Agriculture				
Dean and Instructor	15	2,400.00	2,400.00	12
Animal Husbandry	5	2,000.00	2,000.00	12
Smith-Hughes Instructor	8	1,800.00	1,900.00	12
Agricultural Chemistry	5	1,800.00	2,000.00	12
Poultry Raising	9	1,800.00	1,800.00	12
Field Crop	13	1,800.00	1,800.00	12
Horticulture	1	1,120.00	1,680.00	12
Agricultural Economics	5	1,800.00	2,000.00	12
Division of Mechanic Arts				
Dean and Director	12	2,400.00	2,400.00	12
Architectural Drawing	1	1,000.00	1,062.50	8½
Building Construction	4	1,500.00	1,575.00	10½
Tailoring	12	1,120.00	1,232.50	8½
Electrical Engineering	4	1,200.00	1,275.00	8½
Masonry	2	1,000.00	1,062.50	8½
Radio Engineering	3	1,200.00	1,275.00	8½
Plumbing	13	1,500.00	1,575.00	10½
Printing	11	1,550.00	1,627.50	10½
Assistant Printer	9	1,120.00	1,190.00	8½
Painting	13	1,160.00	1,232.50	8½
Cabinet Making	10	1,200.00	1,360.00	8½
Auto Mechanics	6	1,040.00	1,190.00	8½

DETAIL OF EXPENSE

Salaries per Annum (Continued)

Title	Year Employed by State Prior to Nov. 1, 1918 Years	Salary Previous Year — Rate	Total Salary Recommended	Number Months Employed
Division of Home Economics				
Dean and Director	12	$2,200.00	$2,200.00	11
Foods	1	1,600.00	1,600.00	10½
Instructor	2	1,000.00	1,050.00	8½
Instructor	10	1,000.00	1,050.00	8½
Instructor	1	1,000.00	1,147.50	8½
Division of Health and Nurse Training				
Resident Physician	12	2,000.00	2,000.00	12
Registered Nurse	2	1,200.00	1,200.00	12
Registered Nurse	2	1,200.00	1,200.00	12
Night Supervisor	6	900.00	900.00	12
Financial and Clerical Employees				
Head Bookkeeper	10	1,800.00	2,000.00	12
Assistant Bookkeeper	2	1,200.00	1,320.00	12
Student Accounts	8	1,320.00	1,380.00	12
Secretary to Business Manager	2	1,200.00	1,200.00	12
Secretary to Dean	4	1,200.00	1,200.00	12
Clerk	1	680.00	1,020.00	12
Office Manager and Secretary to President	14	1,620.00	1,680.00	12
Receiving Clerk	8	1,260.00	1,440.00	12
Post Office	4	900.00	1,000.00	10½
Recorder, Registrar's Office	12	1,200.00	1,320.00	12
Student Records, Registrar's Office	1	720.00	900.00	12
Hospital Clerk	5	720.00	900.00	12
Dietitian	1	1,650.00	1,650.00	11
Extra Recorder	11	900.00	900.00	12
		$136,002.50	$150,500.00	

DETAIL OF EXPENSE

Salaries per Annum—Summer Term

TITLE	Year Employed by Made Prior to Nov. 1, 1908 Years	Salary Previous Year—Rate	Total Salary Earned, annual	Number Months Employed
Assistant Professor	3	$ 300	$ 300	2
Instructor	3	250	250	2
Instructor	10	270	270	2
Associate Professor	5	300	300	2
Assistant Professor	5	300	300	2
Instructor	3	250	250	2
Department of Science				
Professor	4	350	350	2
Associate Professor	5	350	350	2
Instructor	3	270	270	2
Department of English				
Professor	1	300	300	2
Instructor	1	250	250	2
Instructor	5	250	250	2
Instructor	4	200	200	2
Professor	10	350	350	2
Department of Business				
Professor	2	290	290	2
Assistant Professor	5	220	220	2
Physical Education				
Girls' Instructor	3	290	290	2
Girls' Instructor	5	210	210	2
Department of Art				
Professor	15	290	290	2
Modern Languages				
Professor	4	300	300	2
Assistant Professor	3	250	250	2
Division of Education				
Assistant Professor	10	250	250	2
Rural Education	7	250	250	2
Rural Education	3	210	210	2
Instructor	5	300	300	2

DETAIL OF EXPENSE

Salaries per Annum (Continued)

Title	Year Employed by State Prior to Nov. 1, 1928 Years	Salary Previous Year—Rate	Total Salary Earned, included	Number Months Employed
Division of Education (Continued)				
Critic Teacher	9	$ 200	$ 200	2
Critic Teacher	6	200	200	2
Critic Teacher	5	200	200	2
Critic Teacher	8	200	200	2
Critic Teacher	9	200	200	2
Critic Teacher	12	200	200	2
Music Department				
Director of Chorus		300	300	2
Instructor Piano	4	200	200	2
Division of Mechanic Arts				
Electrical Engineering	4	300	300	2
Industrial Arts	1	300	300	2
Division of Home Economics				
Clothing	10	300	300	2
Clothing	2	300	300	2
Foods	1	300	300	2
Clothing	1	300	300	2
		$ 10,340	$ 10,340	

Necessary and Regular Expense

Inscription	Expenditures from 1/1/27 to 6/30/28	Requested	
		1 Year	2 Years
Division of Arts and Sciences			
Library (Books and Periodicals)	$ 800.00	$ 1,000.00	$ 2,000.00
Equipment for Library	2,650.00	2,425.00	4,850.00
Equipment for Chemistry, Physics, and Biology	1,000.00	1,000.00	2,000.00
Music (includes Band Instruments and Pianos)	1,100.00	1,000.00	2,000.00

DETAIL OF EXPENSE

Necessary and Regular Expense (Continued)

Description	Expenditures from 7-1-37 to 6-30-38	Requested	
		1 Year	2 Years
Division of Arts and Sciences (Continued)			
Supplies for Commercial Department	$ 400.00	$ 400.00	$ 800.00
Equipment for Registrar's Office	100.00	315.00	620.00
Chairs and Desks for Classrooms	1,335.05	1,000.00	2,000.00
Total	$ 7,585.05	$ 7,140.00	$ 14,280.00
Division of Agriculture			
Poultry Department (Housing)	$ 400.00	$ 1,000.00	$ 2,000.00
Swine Department	100.00	100.00	200.00
Equipment for Agricultural Building	.....	500.00	1,000.00
General Farm Equipment and Supplies	2,841.00	3,725.00	7,450.00
Animal Husbandry and Dairying (including purchase of Live Stock)	1,969.00	2,000.00	4,000.00
Campus Improvement and Upkeep	2,091.15	2,000.00	4,000.00
Total	$ 7,401.15	$ 9,325.00	$18,650.00
Division of Mechanic Arts			
Mechanical Drawing	$ 150.00	$ 300.00	$ 600.00
Auto Mechanics	300.00	1,000.00	2,000.00
Cabinet Making and Carpentry	500.00	500.00	1,000.00
Printing	800.00	1,000.00	2,000.00
Electrical	500.00	500.00	1,000.00
Radio Shop Equipment	.....	1,000.00	2,000.00
Masonry	200.00	200.00	400.00
Plumbing and Heating	318.00	1,000.00	2,000.00
Painting	201.00	225.07	450.14
Tailoring	300.00	500.00	1,000.00
Office Equipment	.....	187.50	375.00
Total	$ 3,269.00	$ 6,412.57	$12,825.14
Division of Home Economics			
Demonstration Material—Four Departments	$ 600.00	$ 1,000.00	$ 2,000.00
Furniture All Departments	200.00	700.00	1,400.00
Total	$ 800.00	$ 1,700.00	$ 3,400.00

DETAIL OF EXPENSE

Necessary and Regular Expense (Continued)

Description	Expenditures from 7-1-37 to 6-30-38	Requested	
		1 Year	2 Years
Men's Department			
Furniture Replacement for Boys' Dormitories	$ 500.00		
Division of Health			
Equipment for Hospital	$ 500.00	$ 1,455.00	$ 2,910.00
Miscellaneous			
Gas, Fuel, and Light	$ 7,500.00	$ 8,000.00	$16,000.00
Electric Power	1,000.00	1,200.00	2,400.00
Water Rent	1,000.00	1,000.00	2,000.00
Campus Globe Lights	285.00	375.00	750.00
Stationery	550.00	750.00	1,500.00
Schedules, Blanks, Ledgers, Telephones and Telegrams	750.00	1,000.00	2,000.00
Postage	550.00	750.00	1,500.00
Commencement and Public Assembly	200.00	500.00	1,000.00
Printing and Publication	1,500.00	1,500.00	3,000.00
Traveling Expenses of President	750.00	1,000.00	2,000.00
Night Watchman	1,920.00	2,520.00	5,040.00
Student Labor	3,200.00	3,750.00	7,500.00
Truck Driver	576.00	600.00	1,200.00
Workers Compensation Expense		1,000.00	2,000.00
Total	$ 1,9781.00	$23,945.00	$47,800.00
Total Necessary and Regular Expense	$ 39,836.20	$49,977.57	$99,955.14

DETAIL OF EXPENSE

Special Expense (Repairs to Buildings)

Description	Expenditure from 7/1/37 to 6/30/38	Requested	
		1 Year	2 Years
Tuckar Hall:			
Porches, roofs, foundation, painting, wiring, and heating (plaster now falling and porches unsafe)	$ 4,040.46	.....	.....
To complete wiring, painting, and boiler repairs	.....	700.00	1,400.00
Laundry:			
Carpentry repairs, masonry, painting, plumbing, and heating (This must be done if we continue to train Negro girls in laundry work)	6,615.96	.....	.....
Old Classroom Building:			
Re-roofing, foundation, plaster, and heating system	5,275.00	.....	.....
Dining Room and Kitchen:			
Re-roofing, painting, plumbing and heating system	3,200.00	.....	.....
Dairy Barn:			
Repair foundations, plumbing and steam repairs (condemned by State Sanitary inspection)	7,500.00	.....	.....
Painting and boiler repairs	.....	550.00	1,100.00
Melvin Lodge			
Carpentry, electrical, painting and plumbing	3,125.00	.....	.....
To complete plumbing repairs and purchase of 2 boiler sections	.....	575.00	1,150.00
Library Annex			
Re-roofing, painting and carpentry repairs	$ 1,729.00	.....	.....
Paint inside and complete carpentry repairs	.....	550.00	1,100.00

DETAIL OF EXPENSE

Special Expense (Repairs to Buildings)—Continued

Description	Expenditures from 7/1/27 to 6/30/28	Requested	
		1 Year	2 Years
E. B. Jones Hall			
Re-wiring, painting, foundation and heating system	$ 1,613.00	.....	.....
To complete re-wiring job and to complete foundation repairs	.....	550.00	1,100.00
Home Economics Practice House			
Roofing and painting	$ 427.54	.....	.....
Agricultural Building			
Repairs to foundation, roofing and painting	.....	$ 1,550.00	$ 3,100.00
Heating Agricultural Building	.....	500.00	1,000.00
Auditorium			
Repairs and painting	.....	$ 1,650.00	$ 3,300.00
N. B. Young Hall			
Plumbing, painting and plastering	.....	$ 1,250.00	$ 2,500.00
Jackson-Davis Hall			
Painting, plumbing and plastering	.....	1,250.00	2,500.00
Hospital			
Painting, roofing and plumbing	.....	$ 2,250.00	$ 4,500.00
Horse Barn			
Repairing roof	.....	$ 200.00	$ 400.00
Home Economics Building			
Painting and plumbing, roof repair	.....	$ 1,550.00	$ 3,100.00
Science Hall			
Painting and plumbing	.....	$ 1,450.00	$ 2,900.00
Library			
Painting and boiler repairs	.....	$ 950.00	$ 1,900.00
Clark Hall			
Painting and roofing	.....	$ 575.00	$ 1,150.00

DETAIL OF EXPENSE

Special Expense (Repairs to Building)—Continued

Description	Expenditures from 7-1-37 to 6-30-38	Requested	
		1 Year	2 Years
Gibbs Cottage			
Painting and roofing		$ 500.00	$ 1,000.00
Lucy Moten Training School			
Painting and boiler repairs		$ 550.00	$ 1,100.00
Teacher's Home			
Painting and plastering		$ 600.00	$ 1,200.00
Implement House			
Painting and roofing		$ 250.00	$ 500.00
Gymnasium			
Painting and flooring		$ 750.00	$ 1,500.00
Total	$33,615.96	$18,750.00	$37,500.00

BUDGET RECOMMENDED BY BOARD OF CONTROL FOR BOARD OF CONTROL EXPENSES DURING BIENNIUM 1939-1941

Appropriations Requested

July 1, 1939, to June 30, 1940:

Salaries	$ 9,450.00
Necessary and Regular Expenses	4,200.00
For General Architectural Expense, all Institutions	1,500.00

July 1, 1940, to June 30, 1941:

Salaries	$ 9,450.00
Necessary and Regular Expenses	4,200.00
For General Architectural Expense, all Institutions	1,500.00

DETAIL OF EXPENSES

Salaries per Annum

Employment	Years Previously Employed	Salary Previous Year	Total Annual Salary Recommended
Executive Secretary	18	$ 2,160.00	$ 2,160.00
Stenographer and Bookkeeper	12	1,620.00	1,620.00
Stenographer and Clerk	4	1,500.00	1,500.00
Extra Help during Emergencies		570.00	570.00
Supervising Auditor, all Institutions			3,600.00
Total		$ 5,850.00	$ 9,450.00

NECESSARY AND REGULAR EXPENSES

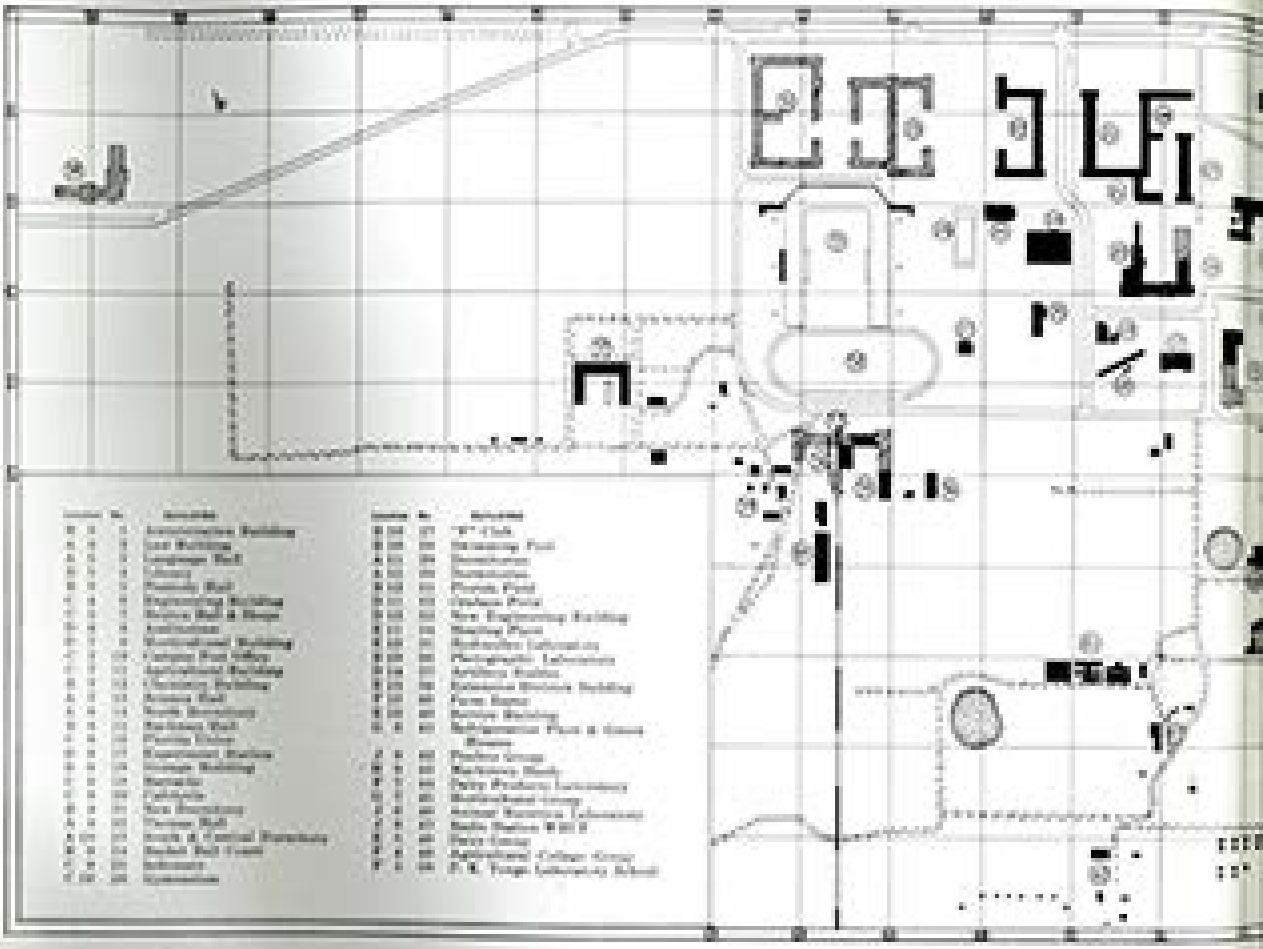
Requested for Each Year of the Biennium

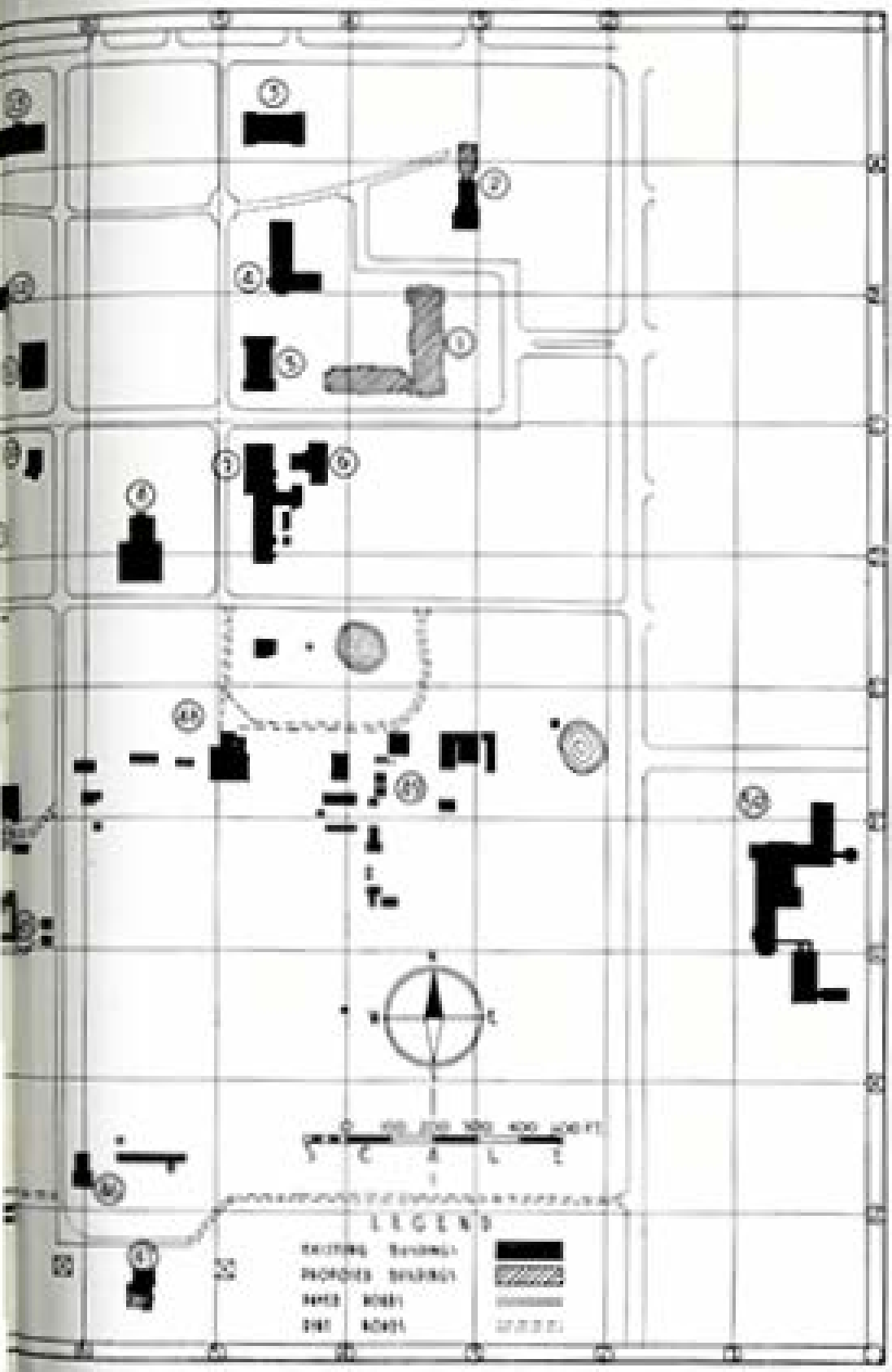
	1939-1940	1940-1941
Travel Expense, Board Members and Secretary	$ 1,800.00	$ 1,800.00
Office Expenses	450.00	450.00
Postage	325.00	325.00
Telephone and Telegraph	125.00	125.00
Printing Biennial Report	300.00	300.00
Traveling Expenses, Supervising Auditor	1,200.00	1,200.00
Total	$ 4,200.00	$ 4,200.00

DEPARTMENT OF ARCHITECTURE TO BOARD OF CONTROL

Appropriation requested during the next biennium to be used in having the Department make plans for the future development of the Institutions and to do certain other work that may be necessary that is not chargeable to any of the Institutions under the management of the Board

For each year of the biennium ..... $ 1,500.00


Location No. Buildings
Location No. Buildings


LEGEND
EXISTING BUILDINGS
PROPOSED BUILDINGS
PAVED ROADS
DIRT ROADS

BIENNIAL REPORT
OF THE PRESIDENT
of the
UNIVERSITY OF FLORIDA
to the
BOARD OF CONTROL

FOR THE BIENNIUM
ENDING JUNE 30
1938

TABLE OF CONTENTS

PAGE

The President's Report - 421

Reports of the Deans and Administrative Officers

The Dean of Students - - - - - - - - - - - - - - - - - - - 430

The Business Manager - - - - - - - - - - - - - - - - - - - 433

The Registrar - 443

The University Examiner - - - - - - - - - - - - - - - - - - 446

The Dean of the Graduate School - - - - - - - - - - - - - - 448

The Dean of the College of Arts and Sciences - - - - - - - - 449

The Dean of the College of Agriculture (Teaching Division) - - - 453

The Dean of the College of Business Administration - - - - - - - 456

The Dean of the College of Engineering - - - - - - - - - - - 459

The Dean of the College of Law - - - - - - - - - - - - - - 464

The Dean of the College of Education - - - - - - - - - - - - 466

The Director of the Summer Session - - - - - - - - - - - - - 470

The Director of the School of Architecture and Allied Arts - - - - 472

The Dean of the General College - - - - - - - - - - - - - - 473

The Dean of the General Extension Division - - - - - - - - - - 477

The Acting University Librarian - - - - - - - - - - - - - - 483

The Professor of Military Science and Tactics - - - - - - - - - 487

The Acting Director of the Institute of Inter-American Affairs - - 488

The Director of the Florida State Museum - - - - - - - - - - 489

The Director of the Division of Athletics and Physical Education - - 490

The Director of Publicity - - - - - - - - - - - - - - - - - 491

The University Physician - - - - - - - - - - - - - - - - - 492

The Dean of the College of Agriculture (The Experiment Stations and the Agricultural Extension Service) - - - - - - - - - - - 493

The Director of Radio Station WRUF - - - - - - - - - - - - - 505

REPORT OF THE PRESIDENT OF THE UNIVERSITY

To the Honorable Board of Control of
State Institutions of Higher Learning of Florida.

GENTLEMEN: I have the honor to submit herewith the report of the University of Florida for the biennium which has just closed. This report, including detailed statements by the deans, administrative officers, heads of departments, and others, gives a complete picture of all of the activities which have been carried on at the University in the two-year period. I shall attempt to set out high lights and general matters that appear to me to warrant emphasis and special attention. I hope that members of the Board will find time, however, to go over the detailed reports of the other officers.

GROWTH OF THE UNIVERSITY

The University of Florida has continued to grow and expand in spite of economic recession and more careful selection of students for admission, and without solicitation, either through agents or advertisements. The enrollment steadily increases from year to year, and the percentage of increase becomes greater. Demands on all the agencies of the University and opportunities for services arising therefrom have become greater from year to year. The tendency of many state universities is to become so large that quantity replaces quality as an objective. It is regrettable that the University of Florida has been unable to secure additional facilities and personnel that would enable it to keep pace with the growth of enrollment and other demands.

The expansion seems to be natural and inevitable and in accord with the trends of modern times. Student attendance at the University, exclusive of those in extension and correspondence courses, has mounted from 135 in 1906, when the University was reorganized at Gainesville, to 3,909 students in 1937. There were approximately 4,000 students in 1930, but by 1937 there was an increase in student clock hours of almost exactly 35 percent over this figure. In extension and correspondence courses, the total enrollment has exceeded the preceding biennium by a total of 4,331. Taking formal and informal instruction during the two years were 16,421.

Not only have thousands of students knocked unsolicited at the doors, but the state and its citizens have continued to make new demands for service. For example, without recommendation from the administration of the University, the last Legislature established a School of Forestry and made available a continuing appropriation of a considerable amount in addition to the small sum that had been appropriated for the beginning of this work at the University. It is really surprising that a service of this kind has been so long delayed in Florida.

There are numerous other desirable public services yet unsupplied. In the last year or two, there has been inaugurated an ambitious program of social security by the co-operation of the Federal Government and the states. The Florida Legislature very appropriately took steps in this matter and a Social Welfare Board is now functioning, but there is no place in the state where social workers can be trained.

Naturally, there have been increasing strains put upon the physical plant of the University. Unfortunately, the state has not been able to supply a complete building of any proportions in a period of more than seven years, and a building fund of several hundred thousand dollars, which was borrowed from the University, has never been returned. However, through gifts, Federal funds, earnings and increased valuation the physical plant has been enhanced since 1931 to the extent of $1,390,-697.14. Of this amount, $348,476.86 was realized from state appropriations, of which the principal items were $200,000 for the College of Education and Yonge

Laboratory School, matching a gift of the General Education Board, and approximately $100,000 for the Seagle Building, which today is valued at $402,000. During this period, the University has received $513,479.30 from the Federal Government, $237,682.23 from gifts of a private nature, $126,452.60 from earnings, and $164,606.55 from increased valuation. These statements have reference to the plant on the main campus at Gainesville and do not include additions to the agricultural experiment stations. A new Potato Experiment Station was established at Hastings at a cost of $10,000, and an addition to the Experiment Station at Lake Alfred involved a similar sum of money. Additional farm lands have been acquired through Federal funds.

The growth in the number of students is remarkable in view of the comparatively meagre amount of funds which are available for loans and scholarships to needy students. State scholarships that were hitherto available are no longer tenable because of lack of funds. The Office of the Dean of Students has been successful in providing an unusual number of work positions, considering the small community in which the University is located. Approximately 1,800 students now hold jobs of some kind at the University. Of these, 250 are National Youth Administration scholarships. The Rotary Clubs of Florida have accumulated a revolving fund of $32,156.89, which has enabled a good many boys to have the advantage of an education. Recently Sears, Roebuck, and Company has established 21 scholarships at the University of Florida, which make available $100 each, annually; the United States Sugar Corporation established a scholarship as a memorial to the late Senator Fletcher, which pays $100 annually.

Last year the University suffered one of its greatest personal losses in many years in the passing of the Dean of Students, B. A. Tolbert. His extensive service to the students and their full appreciation have resulted in a memorial of tangible form. The students of the University have established a Tolbert Loan Fund, which began under another name in 1934 with a total of $300. Chiefly by their own efforts, the students have brought this fund to $4,800 in 1938.

Inability to provide adequate personnel, books, or other needs of the Graduate School has not retarded student enrollment, which increased from 108 in the fall of 1935 to 158 in the fall of 1937. The degree of Doctor of Philosophy is now offered in Animal Husbandry, Pharmacy, and Chemistry. The growth of enrollment in the summer has been even greater than that in the regular session, on account of the presence of many teachers, seeking additional training. In the first term of the Summer Session of 1936, 119 students registered in the Graduate School. By way of contrast, the number registered in the first term of the 1938 Summer Session was 266.

EDUCATIONAL PROGRESS

A large community of students and an ample plant do not insure scholarship or educational quality. The major objective of the University of Florida for the past ten years has been to improve the character of the work of the students and the efficiency of the instruction of the faculty.

The General College, which has been the outstanding feature of the University's work for several years, has continued to develop; and the transition from the old traditional program to the new has been made smoothly. Furthermore, experimentation is in progress, attempting to present practical and meaningful material rather than to lay foundations in specialized subject matter, to fit the program to the individual student, to offer individual direction and guidance, and to provide experienced and talented teachers for beginning students.

The work of the General College continues to attract the interest of the educational foundations and other agencies dedicated to the study and development of educational processes. Many educationalists from distant points visit the University of Florida and sometimes remain for considerable periods of time, inspecting in detail the operation of the General College.

The Co-operative Plan of Engineering Education, described in some detail in my last report, has been working satisfactorily and there are now eleven industries involved in it. Such a plan of education not only permits alternation of practical experience with the acquisition of theory but offers the possibility of training to students without sufficient funds by enabling them to make some money while they are getting their education. This plan has received favorable attention not only from the various industries of Florida but has also been recommended by engineering educators in other parts of the country. The plan was inaugurated at the University of Cincinnati some years ago and has been operating effectively in Pittsburgh and other places.

Probably there has been no more significant recognition of quality of scholarship at the University of Florida than the granting of a charter and the establishment of a chapter of the oldest and most esteemed of all scholastic fraternities, Phi Beta Kappa. The vote of the 119 chapters, represented in the Triennial Council that gathered in Atlanta last year, was almost unanimous for a chapter at the University of Florida. The formal installation of the chapter took place in February, at which time the President and six Senators of the fraternity and numerous distinguished personages from chapters in various parts of the country participated. Perhaps we have never had such a large group on the campus, interested purely in better and more liberal scholarship.

During the entire history of the University, funds have been inadequate for the developing of the kind of library which is required for the best achievements. Inadequate libraries are the principal reason that we have only three universities in the southern states that have attained membership in the American Association of Universities. Scholars cannot be expected to push back the horizons of learning, if they do not have at hand the results of the efforts of their predecessors and contemporaries. Recently, the accretions to the University Library have been greater but are still incapable of keeping pace with our growth and needs. It is encouraging that there has been organized a voluntary group, who call themselves "Friends of the University of Florida Library," intent upon increasing the facilities and varieties of service. At the end of the biennium, we had the total of 140,884 volumes, of which 101,225 were in the Main Library. The principal branch libraries are the Law, Agricultural Experiment Station, General Extension, Chemistry, and Yonge School libraries.

NEW ADDITIONS TO THE PHYSICAL PLANT

Reference has been made to general expenditures from several sources in developing the plant. The most important addition during this biennium was the John F. Seagle Building, an eleven story structure, off the University campus and in the business section of Gainesville, which was made possible by the combined contributions of Miss Georgia Seagle, the city of Gainesville, the P.W.A., and the state. The total amount invested is a mere fraction of the value of the completed building. Several hundred thousand dollars had already been expended on the project before the property was acquired at the nominal figure of $40,000. Into this building have been transferred many of the non-instruction activities thus relieving much needed space on the main campus for classrooms, offices and laboratories.

The University Museum, which had been stored for the most part on account of lack of space, has three floors in the Seagle Building. In time, it should be possible to make a rather creditable display in the new location. Other activities transferred to the Seagle Building include the General Extension Division, the State Plant Board (not a part of the University), the State Mapping Project (an activity of the W.P.A.), the University Board of Examiners, the County Agent and Home Demonstration Agent of the Agricultural Extension Service, a recording laboratory for the Radio Station, and electrical laboratories.

A much needed lecture room, accommodating over 300, has been added to the Chemistry Building, largely through W.P.A. funds.

An important addition has been made to the Agricultural College in the building of a Dairy Products Laboratory, which was made possible through a grant from the P.W.A., supplemented by a sponsor's contribution from earnings at the University. This building is well equipped with the latest and most scientific apparatus and fills a long felt need. It should be the beginning of a group of laboratories dealing with related subjects. A new Poultry Laboratory has also been constructed in the Agricultural College.

The Austin Cary Memorial Demonstration Forest under the auspices of the School of Forestry has been extended to over 2,000 acres, which is the minimum amount required for an accredited School of Forestry. In passing, attention should be called to the fact that it will require a number of years to secure an accredited School of Forestry. There is none now in the southern states, and the accrediting agency does not give a great deal of encouragement. This is mentioned because an impression has been developed that an accredited School of Forestry could be secured by complying with purely mechanical standards in securing certain appropriations, providing for a forest and floor space, and other quantitative factors. These tangible elements are all necessary but the ultimate accrediting of the School of Forestry will depend upon results and the quality of work accomplished. It will require some years to test these latter.

In the Engineering College, an hydraulic laboratory has been erected and is nearing completion. This is one of the most substantial structures on the campus and will constitute a complete and valuable asset to the University and the state. The cost of the building was approximately $70,000 and it has been erected with W.P.A. funds.

A University dining room, which has been in process of construction through relief agencies for the whole biennium, is almost completed. This room connects the Florida Union and the kitchen and offers a suitable place for formal dinners and luncheons. At other times it is used by students for recreational purposes. For the past year a shortage of large classrooms has required its use for lectures.

Numerous other minor additions have been made to the plant which are described in detail in the reports of the Deans and other administrative officers.

CHANGES IN THE CURRICULA

In an era of social and economic revolution, there is placed upon educational institutions an insistent, if not imperative, demand for readjustment of courses of instruction. Heraclitus, the ancient Milesian, could find no better justification of his doctrine of change than the world in which we live today. Most of the changes have been precipitated by factors that are beyond control. For example, the changing agricultural economy of the United States is inevitable because of different relations to other nations affecting world markets, the loss of the open frontier, the

dwindling in the size of farms, as well as the wearing out and erosion of lands, to mention only a few of the factors involved.

In the field of social sciences, we are facing the most severe test of adjustment. Governments have been subjected to crucial tests, and more apprehension exists concerning government than has existed in centuries. Many scholars have been driven out of their sequestered haunts and have abandoned contemplation of classical and historical problems for a vigorous attack upon contemporary social and economic situations. Unquestionably, numerous causes contribute to the protracted economic depression, political instability, and social unrest that has beset us in recent years. Whatever the various causes may be, certainly the universities are confronted with one of the gravest responsibilities of all time in seeking answers to the perplexing questions that are being propounded.

The curriculum of the General College at the University of Florida is woven around the vital and challenging situations that belong to contemporary life. Furthermore, the reorganization of the General College curriculum has necessitated modifying the curricula of the colleges of the Upper Division for purposes of articulation and satisfactory results. Changes have been worked out in most of the advanced courses which we believe are in harmony with most recent educational philosophy. Finally, many changes have been made to meet demands made upon us, already mentioned, and to widen the services of the University and meet the needs of challenging conditions of a transforming social and economic era.

AGRICULTURE

Agriculture has always played a foremost part in the welfare of Florida. Just now it is involving increased application of research, and we are confronted with a complexity of problems greater than those of the past. The Federal Government in its present budget is expending one billion, six hundred million dollars through the Department of Agriculture. The new action programs which are being put into effect by the present administration at Washington have created the necessity of working out future correlation and co-operation between the United States Department of Agriculture and the states and, particularly, the Land-Grant Colleges. The President of the University at present is a member of the Executive Committee of the Association of Land-Grant Colleges and Universities. During recent months the Executive Committee has held frequent conferences with the Secretary of Agriculture and other officials of the Department, and a plan of co-operation has been developed that should have a very salutary effect on the future of agriculture.

The Agricultural Experiment Station and the Agricultural Extension Service have carried on with increased energy during the biennium. The Experiment Station has investigated one hundred and eighty-two major agricultural problems in Florida. Several studies in agricultural economics have been completed and further studies are in progress.

A service that has been extended and which we believe to be peculiarly valuable to the farmers of Florida is the weather forecast which is now made available for the whole peninsular region.

The extension programs are now carried on in all the counties in Florida, except seven. Some counties have County Agents but do not have Home Demonstration Agents.

Another important part of the agricultural program has been the education carried on over the University Radio Station. Three hundred and thirteen Florida Farm Hour programs have been given in the past year and in February the 2700th anni-

versary program was celebrated. Radio has just begun but it has already proved itself to be the most effective, instantaneous medium of general communication that we have. The Florida Farm Hour programs are built around Florida agricultural problems, since the National Farm and Home Hour is not adapted to Florida conditions. We have peculiarities of climate, crops, soils, diseases, and many other things that are not common to other parts of the country. An effective solution of problems growing out of these characteristic conditions can only be worked out by our own Agricultural services, and the State and University Radio Station is the only available medium for prompt communication.

In view of the increasing importance of agriculture, it is planned to strengthen the entire agricultural set-up and particularly the teaching division of the College of Agriculture. Plans have been made for this program and we hope for real progress in the immediate future.

RADIO STATION, WRUF

We have already cited the value of the Radio Station to our agricultural services. A word should be said about the general value of radio in education and particularly the many benefits accruing to the state and University by the operation of Station WRUF. Educational radio stations have operated under great handicaps because radio in this country is largely dominated and controlled from the commercial point of view. Various attempts have been made to deal with the situation. Most of the educational radio stations, however, have been driven out. Money making, as elsewhere in American life, enjoys the right of way on the air. Education, public welfare, and other matters of moral and intellectual significance have had to give way. For example, educational stations are not permitted night time because this constitutes the most valuable period for advertising and sponsored programs. Education has been compelled to take what is left when the most valuable hours have been sold. Repeated attempts have been made under the leadership of the Commissioner of Education, the American Council on Education, National Council on Education by Radio, National Education Association, and other organizations interested in educational broadcasting to secure special wave lengths or increased opportunities for educational programs. These efforts have been thwarted in the past but are now beginning to gain some headway with Congress. President Roosevelt recently appointed Mr. McNinch, who is going over the entire situation and apparently is aware of the educational and moral aspects of radio.

The operation of Station WRUF constitutes a dilemma in that some persons feel that being as powerful and as well-located as any station in the state, it should be independent of state appropriations, while others, particularly those interested in other stations, feel that no sponsors should be sought and the station should be operated entirely from state funds. Such a conflict appears to be inevitable in all matters where states are brought into competition with municipalities or private agencies. WRUF has been in operation for ten years, and I have no hesitancy in saying that it has been of incalculable value to the University and the state. Operated as a commercial station, it would still have value but most of the benefits which now accrue to the University would disappear. Some of these are:

1. An agency for the dissemination of facts and truth without bias of any kind would be superseded, and the station would become the medium for the dissemination of propaganda, misrepresentation and statements colored in the direction of the desires of the sponsors. Products such as patent medicines, alcoholic liquors, etc., would seek to be exploited, as on other commercial stations. The nature of these programs would complicate student life at the University.

2. As already indicated in connection with the agricultural programs, only the least desirable time would be made available for educational broadcasting and the best hours would be sold for advertising.
3. Programs adapted to the needs of Florida, such as the Florida Farm and Home Hour, would necessarily be replaced by other programs which are not suited to the people and conditions of our state.
4. Station WRUF is a very important asset to the College of Engineering, particularly to those students who are studying in the fields of electricity, radio, and kindred subjects. It provides for these students laboratory facilities that are exceptional and which would be lost if the station is taken away from the University.
5. Closely related to its laboratory functions is the value that arises from the station as a work shop and school, producing experts in practical radio broadcasting. More outstanding announcers have been trained in WRUF than in any other station in the country. Students trained here are now found in leading stations throughout the country, including New York, Washington, Chicago, Cincinnati, Louisville, Dallas, and other places. The Florida men scattered over the country in radio stations are an indirect and imperceptible but powerful asset to the state and the University.
6. WRUF has been operated for a small sum of money in comparison with stations of similar power and character. This is made possible because the faculty, students and organizations of the University, such as the Glee Club, Band, and Orchestra, are available without cost or at very nominal amounts.
7. WRUF is now operated in an attempt to promote the best interests of the state and its people. If control is taken over by some other agency, there is no guarantee that it will be operated in the future for these purposes, particularly if this control goes beyond the borders of Florida.

PRESENT NEEDS OF THE UNIVERSITY

It would require much space to catalogue the specific needs of the University at this time. The rapid growth of the student body; new demands for research, created by modern problems; the comparative lack of wealth in the region served by the University; and financial difficulties encountered in the state government are among the principal reasons why a great many unsatisfied wants have developed in recent years. The inability of the state to provide for adequate plant expansion has already been cited and prodigious efforts have been made to escape from the consequences of this situation, yet there are whole colleges on the campus with no place that they can call home. The College of Business Administration, for example, second in size and enrollment, has no building in which to center its activities. Its classrooms and offices are scattered through the buildings of other colleges and even dormitories.

As bad as the building situation appears, it is not comparable to the need of personnel. As a result of reduced appropriations in recent years, a large part of the faculty and staff have been sent away. At one time, more than one hundred positions were abolished. During the biennium, there have been some restorations but not sufficient to bring the University to the point where it was before retrenchment began. At the present time, the members of the faculty are carrying teaching loads which on the average are one-third heavier than other colleges of the United States and are paid salaries that are on the average one-third less. In no period of the University's existence have so many of its staff left it for more lucrative and attractive positions as during the biennium just closed. Restorations and increases

in the staff and salaries should be made with all possible speed, if the present quality of work is to be maintained. Florida produces a great deal of superior natural talent. At present much of this superior talent is being drained to other parts of the country because of insufficient encouragement and support here. This, I regard to be the most crucial situation that now confronts us.

The satisfaction of needs of the University can only be secured through additional funds. It will be contended by some that additional funds are unreasonable in our present situation. A few words in general might be revealing. Contrary to general belief, the amounts of money which are expended on education are small in comparison to some other things which are not only less valuable but in some instances might me regarded as harmful. For example, more money is expended on tobacco than on education. One would hesitate to challenge expenditures on the improvement of beauty, but more is spent upon cosmetics and related adjuncts to make feminine appeal than is expended upon education.

It is natural that when depression strikes and expenditures are reduced our people begin to cut off at the points where they normally spend the least. The first cuts are made on the churches, benevolences, community chests, and education. In 1936 the national income was 61% greater than in 1932. This enabled the American people to increase their expenditures in certain directions, some of which were as follows: jewelry, 21%; Army and Navy, 30%; theatres, 41%; cigarettes, 48%; automobiles, 203%; whiskey, 220%; steel production, 248%; radio, 302%; and beer, 317%. While these increases were taking place, there were certain decreases among which were churches, 30%; benevolences, 29%; community chests, 24%; and colleges and universities, 18%. I am not passing judgment on comparative values involved in these expenditures but I contend that these facts and figures, furnished by most reliable agencies, show that our people are able to spend more for education, religion, and some of the things that have to do with the spiritual and moral welfare of society.

I offer these figures on a national basis because complete figures for the state of Florida are not available. What we have shows, unquestionably, the trends are similar in the nation and in Florida. In a recent study, *Wealth, Children and Education* by Norton and Norton, the relative ability of the state of Florida to finance education, based on its potential revenue under a modern tax system and the number of children of school age, is .81 as compared with 1.00 for the United States as a whole. Florida is thus seen to be below the average state in its ability to support education, but is much more able than most of its neighbors. For example, the index figures for North Carolina are .42; Georgia, .56; South Carolina, .33; Alabama, .31; and Mississippi, .30 as compared with 1.00 in the United States.*

The study also reveals comparative efforts being made by the states in proportion to the ability they possess to support education. Florida ranks low in the effort that is being made to support its school system. Using 1.00 as an index for the United States, Florida's effort is .91. The states mentioned with much smaller potential ability are making efforts correspondingly greater: North Carolina, 1.12; Georgia, .84; South Carolina, 1.08; Alabama, 1.01; and Mississippi, 1.31.†

A study made by President H. C. Byrd of the University of Maryland, recently, shows cost per student in state supported colleges and universities. Average cost per

---

* Norton, John K. and Norton, Margaret Alltucker. *Wealth, Children and Education.* New York, Bureau of Publications, Teachers' College, Columbia University, 1937, p. 58.

† *Ibid.*, p. 74.

student in state institutions for the United States is $301 per student; at the University of Florida it is $224. There are only two state universities with a per capita cost below Florida.

BUDGETARY REQUIREMENTS

Before closing this report, a brief summary of the financial requirements of the University in the immediate future would seem enlightening and helpful. The largest appropriation which the University has received at any time from the state was in 1930-31. In that year the total appropriated by the Legislature for the operation of the University proper was $851,384.50. This is exclusive of the Experiment Station, Agricultural Extension Service, and the Radio Station. Subsequently we were compelled to take severe cuts with the onset of the depression. In 1933-34 the appropriation was $561,000. At the beginning of the present biennium, an effort was made to restore appropriations approximately equal to those of 1930-31, but this was not quite consummated. In the year just closing the appropriation for the University was $810,000, exclusive of a special continuing appropriation for the establishment of a Department of Forestry by the last Legislature, for which purpose $32,100 was appropriated. We have made long and careful study of our needs and economies, and we believe that an appropriation of $945,000 is the least that could be appropriated in the next biennium without sacrificing the quality of work now being done at the University or without abandoning some of the activities or departments. This would be an increase of approximately 16½% over the present appropriation. Operating on this amount would mean that we would have about 14% increase over what we had in 1930-31, although at the present time the enrollment is 59% over that of 1930-31 and probably will be even greater in the next biennium, and the plant, upon which approximately $1,500,000 has been expended since 1930-31, is 50% greater than it was at that time, thus involving considerably more cost of operation, maintenance, heating, lighting, janitor service, etc.

I cannot urge too strongly the importance of restoring the salaries of the faculty at the earliest possible moment, if we are to prevent the continuous drag of our people out of the state. A study made by a qualified committee indicates that during the period from 1930-31 to the present, salary increases at the University have not kept pace with the increases in the cost of living.

The demands made upon us for solution of problems of research and for new fields of study are increasing each year. The School of Forestry was added without request. The reorganization and strengthening of the College of Agriculture is imperative, or I feel that we are going to face a great deal of dissatisfaction and criticism at this point. As previously indicated, there is great need of provision for a training school for social workers at the University of Florida, there being no school of this kind in the state. These are only a few of the new services needed for the development of the state's welfare.

For the Agricultural Experiment Station we received an appropriation of $381,-895 in 1930-31. At the present time, the annual appropriation is $414,040. Recent Legislatures have shown a disposition to establish new branch experiment stations in various parts of the state and to increase appropriations for branch stations and field laboratories with the result that the Main Station at Gainesville, through which all the sub-stations and laboratories are fed, has been sacrificed and its appropriations reduced. Unless these trends are checked, the future for agricultural research has the appearance of wasting a considerable amount of money. I strongly recommend that no more branch stations or field laboratories be created and that the Main Station at Gainesville be put on its feet. The building in which the Station has been located has

been condemned for twelve years and all attempts to secure relief from the Legislature have been futile. I recommend that an annual appropriation of $441,929 for the Agricultural Experiment Station be made for the next biennium. This would be about 16% above the amount available in 1930-31 and 6.7% above the present appropriation.

In 1930-31, the Agricultural Extension Service received an appropriation of $89,352.25 from the state. At the present time, it is $88,000. I would recommend an increase to take care of demands made upon us by the greatly enlarged program, necessitated by co-operation with the Federal Government, as well as other needs, of $101,608. This would be about 14% over the amount available in 1930-31 and 15½% increase over the present appropriation.

In conclusion, I wish to express my appreciation of the continued confidence and support of the Board of Control and the Board of Education, without which I think I would have before now relinquished the task of attempting to build a University amid so many discouraging circumstances. I wish to speak of the high morale and evident co-operative attitude on the part of the faculty and staff. Perhaps the most encouraging of all factors in a trying situation is the improvement in the spirit of the student body. After all, an institution of learning lives, moves, and has its being in the student body. This is the final and supreme test of progress and, so measured, I doubt if any University has progressed more satisfactorily in these crucial times than has the University of Florida.

Respectfully submitted,

JNO. J. TIGERT,

President, University of Florida

REPORT OF THE DEAN OF STUDENTS

To the President of the University.

SIR: During the past biennium the Office of the Dean of Students has had some changes of personnel on account of the sudden and lamentable death of Dean B. A. Tolbert. After Dean Tolbert's death I served in the capacity of Acting Dean until May, 1938, at which time I was made Dean of Students. Mr. J. Ed. Price, who served as Acting Assistant Dean of Students during the year 1935-36, became Assistant Dean upon the appointment of a permanent Dean; and Mrs. B. A. Tolbert, who was for several years Secretary to the Dean of Students, resumed her position after the death of Dean Tolbert.

The activities of the office have continued with the same objectives as initiated and carried on for a number of years under the direction of Dean Tolbert. Briefly stated, an attempt has been made to secure the co-operation of students and faculty in improving conditions under which the most effective education may take place. These conditions have had to do with the relationship between students and faculty in attempting to create an *esprit de corps* and morale conducive to wholesome student life. As a result of the depression a great deal of time and effort has been spent in helping students work out financial problems in the form of employment, loans, scholarships, and various kinds of self-help.

A majority of the time spent in the Office of the Dean of Students is spent in dealing with students in personal conferences concerning matters that students do not ordinarily feel they can take up with instructors or the deans of the colleges in which they are registered because they have to do with matters outside of the classroom. Our records indicate that approximately half of the members of the student body

come in for conferences at some time during the year. These problems vary, but all are important to the student and merit patient and careful consideration on the part of someone. Council, guidance, and information are given, but the attitude is maintained that the problem is, after all, the student's and that his own effort must provide the solution. The student is made to feel that when he entered college he undertook a job that demanded the best of his own resources.

Perhaps the next important function of the Office of the Dean of Students has to do with student organizations. Of these, the most important is the student government organization, which consists of the student body President, the Executive Council, and the Honor Court. This organization touches every student in some way. It exercises a very significant influence upon the entire University community. The principles upon which it operates have become traditional, and the student body has been most successful in selecting high-grade representatives to carry on the duties of this organization. The student body leaders have shown a splendid attitude of co-operation with the University Administration in carrying out the policies of the University and in propogating public-spirited policies on the campus and in the community of Gainesville.

The social fraternities have shown a slightly proportionate decrease in their membership during the past two years. The 1935-36 report of the Dean of Students stated that slightly less than half of the students held membership in some social fraternity; at the present time, slightly more than one-third of the student body holds membership in some social fraternity. This decrease can perhaps be accounted for by the depression. Social fraternities have a very definite place on the University of Florida campus. They co-operate with the Administration in many helpful ways, and as a group exert a helpful and wholesome influence, not only as social organizations but also from the standpoint of scholarship and guidance to their members. A major part of all student social activities of the University are conducted by these organizations, and all matters pertaining to the social life on the campus are handled by the Office of the Dean of Students and the Committee on Student Social Affairs. The Office of the Dean of Students this year is making some studies in an attempt to co-operate more closely with the fraternities in their financial program. In this study we have interviewed a large number of fraternity leaders on the campus, faculty advisers, national traveling secretaries, and deans and advisers of men in other institutions and have made a rather detailed scrutiny of the financial advisory assistance in operation on other campuses. We do not believe it is wise for the Administration to attempt to take over the financial program, but we do believe that the Administration ought to make available council and guidance in an attempt to help the fraternities work out their financial programs.

An increasing number of professional and honorary fraternities are being organized to appeal to definite groups of students. There has been a tendency towards over-organization and overlapping in this field. The Committee on Fraternities, Societies, and Clubs, of which the Dean of Students is chairman, has investigated each organization asking for admittance to the University campus in an attempt to check this over-organization and overlapping. Two or three have been denied admission this year because the Committee felt that the field was over-crowded.

As mentioned above, one function of the Office of the Dean of Students concerns employment, self-help, scholarships, and loans. Approximately 1,800 students at the University have held some kind of a job during the past year. These jobs vary all the way from campus laborers to graduate assistants. The National Youth Administration has appropriated funds that have made it possible to employ approximately

250 students during the year 1937-38. All of the appointments, time sheets, and payrolls for the N.Y.A. are handled by the Office of the Dean of Students. More than three applications are received for every possible N.Y.A. job. This involves a great deal of investigation in an attempt to find the most needy and deserving boy for the job. The policy has been established that no student shall be employed on any job or given any help in a financial way unless he is making satisfactory academic progress.

During the past biennium the student loan fund has more than doubled. Starting out in 1934 with $300, it has grown to a total of $4,800 during the past year. A total of 270 different loans amounting to $6,550 were granted during the year 1937-38. These loans ran all the way from $5 to $50, and in many instances the granting of these small loans determined whether or not a student would be able to remain in school. During the past year the students through their own efforts raised $1,250 for this loan fund. Plans are being worked out by various student organizations to continue to increase this fund during the coming year. Since the fund was originated by the late Dean B. A. Tolbert and the Interfraternity Conference, it has been named the Tolbert Memorial Loan Fund.

On account of the lack of dormitory space for housing students, the matter of inspecting and furnishing information concerning rooming houses has become an important function of the Office of the Dean of Students. In co-operation with the State Hotel Commission an effort has been made this year to make a more careful inspection of the places where students live. Some pressure has been brought to bear in an attempt to raise the standard of rooming houses. A careful inspection is made three times a year, and conferences with landlords and landladies on the problems of conduct take place frequently.

Much of the work of the Administration is carried on through various kinds of committees. The Dean and the Assistant Dean of Students hold membership on thirteen committees. It is through this committee work that contacts are made and maintained in the various phases of university life.

With the establishment and operation of Florida Union, student activity life has been very much simplified. The Dean of Students is a member of the Board of Florida Union and is able to help direct in an advisory capacity much of the student activity life.

Contrary to the belief of many people, the Office of the Dean of Students is not primarily a disciplinary office. Only a small part of the work of this office is punitive. It is rather remarkable that with a student body of over 3,200 the Discipline Committee of the University met only once during the year 1937-38 and only one student was involved. We believe that, as a result of the intimate contact with individual students and student organizations, much of what might be negative and disciplinary conduct is avoided by substituting a positive program of student activity. As a rule most of the disciplinary trouble is caused by a very small number of students. It is our belief that, if we can locate this small number, we can either influence them to positive conduct or have them resign from the University.

In closing permit me to say that whatever success the Office of the Dean of Students may have in dealing with students is due in a large measure to the co-operative attitude on the part of other administrative officers and to the President of the University, who has always shown a sympathetic and understanding attitude towards both students and faculty.

Respectfully submitted,

R. C. Beaty, *Dean*

REPORT OF THE BUSINESS MANAGER

To the President of the University.

Sir: I have the honor to submit herewith a report of the Business Office and its subsidiary activities for the biennial period ending June 30, 1938.

This report includes a complete financial statement and balance sheet for all colleges and departments of the University, the Agricultural Experiment Station and Agricultural Extension Service, as well as such auxiliary activities as the Cafeteria, dormitories, and the Bookstore and Soda Fountain. More detailed reports are printed annually as exchange publications, and a limited number of copies are available for general distribution.

Budget recommendations for the Business Office and Maintenance Department for the biennium ending June 30, 1941, have been submitted to you with explanations as to small increase for salaries, upkeep, and plant maintenance. The amount is small in comparison with the increased cost of living. The additional help needed to operate the buildings on the campus is noted elsewhere in the report. Our records show an increase of approximately $725,000.00 in plant investment for lands, buildings, and improvements secured during the past two years.

BUSINESS OFFICE

On account of increased enrollment and changes and improvements in all colleges and departments of the University the Business Office has had increased duties imposed upon it. This additional work has been required in collection of student fees, rentals, etc., purchasing of supplies, and preparing the necessary vouchers for payment of all bills. Additional help has been provided in the budget for the last half of the biennium and by student assistants secured from N.Y.A. funds.

The two-term summer school, with enrollment larger than the regular session, has made top-speed operation necessary throughout the year.

In order to assist in the vast amount of detail, improvements have been made in the accounting system, and steps are being taken to place a portion of this work upon the punched card system of accounting provided by the International Business Machines Corporation. This is being done in accordance with suggestions of the Auditor to the Board of Control, and in such a manner that the system will meet all of the requirements of the National Committee on Standard Reports. When completed we believe this arrangement will materially assist in furnishing prompt and accurate information for the numerous reports and budgets this office is called upon to prepare.

MAINTENANCE DEPARTMENT

BUILDINGS

With increased funds available for this department during the past year of the biennium, much has been accomplished.

The construction of the John F. Seagle Building was completed, making more adequate and modern quarters for the following departments:

Engineering Experiment Station
General Extension Division
The Museum
Radio Remote Control Studio
Florida Mapping Project.

Science Hall, the former site of the Museum, has been remodeled into class rooms and offices.

Unfinished buildings, which were being used while still under construction during the previous biennium, have been completed as noted:

University Banquet Hall, by expenditure of - - - -	$12,814.58
Florida Union Auditorium, by expenditure of - - - -	1,522.70
Cafeteria Kitchen, by expenditure of - - - - - - -	1,513.58

Through a P.W.A. grant the Dairy Products Laboratory was erected. This is a one-story, brick structure costing $18,000.00 and is fully equipped to carry on research in manufacturing of dairy products.

Also W.P.A. building projects have been approved for construction of new buildings and additions to others as follows:

Auditorium in Chemistry-Pharmacy Building, seating 325 students, approximate cost -	$10,000.00
A Hydraulic laboratory for Engineering College is nearing completion, costing - - - -	70,000.00
Small brick laboratory, adjoining the Central Heating Plant, to take care of equipment purchased from Drake Estate, approximate cost - - - - - - - - - - - - -	8,000.00

Other improvements include:

Remodeling Section A and Section F Thomas Hall, 66 $15,000.00 each - - - - - -	$30,000.00
Partitions and other necessary installation on 10th and 11th floors of Seagle Building -	2,000.00
Construction of Faculty Dining Hall at Cafeteria - - - - - - - - - - - - - - -	4,000.00
Construction of astronomical observatory - - - - - - - - - - - - - - - - -	200.00
Fourth floor of Horticultural Building completed to furnish classrooms and offices to house the School of Forestry -	10,000.00

Other less extensive improvements include painting, plastering, and installation of linoleum and tile floors in the Law Library and hallways and basement rooms of Language Hall.

For the Experiment Station we report building and improvements on campus and branch stations as follows:

Hastings Potato Disease Laboratory Building - - - -	$10,000.00
Citrus Station, Laboratory Building Addition - - - -	10,000.00
Land, Buckhead-Jones, Farm Work - - - - - - - -	3,300.00
Drying Shed, Pump House, Poultry House, etc. - - -	1,200.00

GROUNDS

To this department has fallen the responsibility of landscaping the grounds around the recently completed Florida Union Building and the Cafeteria kitchen and the beautification of those sections of the campus where building activities had been carried on. The patio of Florida Union Annex has been landscapped with exotic plants and grass, and colored tile has been laid, making an effective improvement.

One of the major improvements was the addition of five acres north of the Dairy Products Laboratory. A water system and walks were laid and this entire area landscaped; approximately 1,000 trees and shrubs were set out and the entire plot planted in grass.

Sidewalks, either the cement or the crushed stone type, have been laid around the Chemistry Building, Student Union Building, Dairy Laboratory and Horticulture Department offices, the Post Office, and the Barracks and from the Agriculture Building to Science Hall.

Miles of hedge and other shrubbery have been put out on the campus, particularly in the vicinity of the Chemistry Building, the Infirmary, Science Hall, P. K. Yonge Building, the Radio Station, and around Florida Field. Live Oaks, slash pines, azaleas, and bamboo clumps have been placed advantageously to beautify the campus. Most favorable comments have been made by visitors on this important development.

To provide more adequate watering systems, noted in my last report, plans and specifications for an underground sprinkling system have been drawn up and work at

a W.P.A. project is now under way. The water for this sprinkler system will be pumped from nearby campus sinks.

ELECTRICAL MAINTENANCE DEPARTMENT

The department has maintained all electrical equipment on the campus. Through careful inspection, proper lubrication, and adjustment, and by giving instruction in correct operation, the cost of repairs has been very small. Even more important than this is the fact that the electrical service has been adequate and continuous, and hazards have been reduced.

The addition of new equipment and some improvements in lighting facilities have caused an increase of approximately 100,000 kilowatt hours of electricity used in 1937 over that used in 1936. The amount paid for the current, however, is still more than $4,000.00 less than was paid in 1930.

The electrical installation made by relief agencies has been operating very satisfactorily. Only a very small percentage of the expense of the department is required for maintaining this portion of the electrical plant.

Recommendations:

Many of the buildings need rewiring.

The telephone service is continually becoming slower on account of the overload on the present operators and the need of additional equipment.

The continued increase in the use of electricity indicates the increase of electrical equipment in use. It is far cheaper to continue in the policy of keeping equipment properly adjusted and lubricated than to neglect it. The continued increase of equipment means that additional maintenance electricians are necessary.

MILITARY PROPERTY

Certain recent changes in the Military Supply property room have materially increased the efficiency in handling the U. S. Government property. Uniforms and equipment are now being issued more systematically and with practically no loss because of the records set up and kept by the Assistant Military Property Custodian.

To provide greater comfort for the students, the basic wool uniforms have been changed to cotton khaki. The Officers' dress uniforms have been changed from wool to army regulation white twill. The change goes into effect this fall.

Recently the four types of horse-drawn 75's formerly used in the Military Department have been replaced by twelve motor trucks.

Government ordnance, uniforms and supplies in our keeping now amount to approximately $218,500.00.

New sheds and target ranges have been constructed for pistol practice.

CAFETERIA

The University Cafeteria has, since the completion of the much needed sanitary kitchen, rendered more efficient and economical service to the students.

For several years this department has operated at a loss due to insufficient patronage. During the past year with a new ruling requiring students living in the dormitories to purchase not less than four $15.00 meal tickets per semester, we have been able to give better service and better quality food without acquiring a deficit. The increased volume was sufficient to absorb the average overhead expense.

We feel that the Cafeteria is rendering a great service to students who do not take their meals there, because it has a tendency to hold prices charged for board to a minimum in the majority of off-campus boarding houses. With probably the largest number of students in the history of the University working their way, partially or

wholly, through school, increased costs for sustenance would create a hardship and compel many of them to withdraw from school.

The success of this type of service is due largely to the efficiency of the dietitian in charge. She has a background of training both in college and commercial cafeteria work that has ably fitted her for the success attained since taking over the management, January 1, 1937. She has as her assistant a graduate of the Florida State College for Women. I have no recommendations for improving this department. If the W.P.A. loan and grant projects for six additional dormitory units now applied for are approved, however, we will need an addition to the dining room and counter space for satisfactory service.

During this biennial period we have added nearly $3,000 in equipment to the Cafeteria.

The walls and wood-work throughout the Cafeteria have been redecorated, and the window openings have been changed for installation of more satisfactory screens.

We have about 30 or 40 students employed as waiters and bus boys, for which service they are allowed board. These students are selected with the co-operation of the Dean of Students, who is Chairman of the Self-Help Committee, on the basis of their financial need and scholastic average. Every student worker must maintain a C average if he is allowed to render such service in this department.

DORMITORIES

For the past several years it has been impossible to meet the demand for dormitory rooms. All of the sections in Thomas Hall have been rehabilitated into modern fireproof rooms from funds which have accumulated from rentals, with the exception of Section F, which is now being remodeled and will be ready for occupancy at the beginning of the fall term.

Additional dormitory facilities are being provided by W.P.A. projects, which have been approved and pending. This takes care of a very serious need, which was mentioned in my last report. With the completion of these projects, the University will have facilities to accommodate approximately 1,100 students. This will provide the additional dormitory space required to meet the demands of incoming freshmen—a need stressed in previous reports.

This year we have employed Mr. H. E. Brunson as Dormitory Supervisor. His duties are to supervise all janitor service and other necessary work, as well as the repairs, replacements, etc. Each section of the dormitory is in charge of a monitor under the administration of a head monitor, who is the president of the Student Body and is directly responsible to the Dean of Students. The morale of the students living in the dormitories has been much improved under this set-up.

The dormitories are under the care of three housekeepers and twelve colored maids, who make the beds and clean the rooms daily.

During the summer the dormitories are used exclusively by women students, with preceptresses in charge of each section directly responsible to the Dean of Women, who has her living quarters in the new dormitory.

We also have two units of Government Barracks secured from N.Y.A., housing approximately twenty-five students at a very nominal cost.

BOOKSTORE AND SODA FOUNTAIN

This department is operated on a non-profit basis, supplying text books, stationery, and other supplies to students at the lowest possible cost. By close co-operation with the faculty, it is possible always to have on hand sufficient quantities of textbooks,

thus avoiding the inconvenience of delay when registration is completed and class work begins.

The bookstore is also co-operating with the students in the purchase of and re-sale of second hand books, paying higher prices than could be secured elsewhere. The soda fountain and lunch room add to the service of this department, employing about 20 students, who are selected on the basis of financial need and scholastic ability. Since taking up quarters in the Banquet Hall Annex to Florida Union, we are able to serve more efficiently the students using the recreational facilities of this building.

To correct irregularities and to improve the morale and service, changes have been made in the personnel. We have employed, on a part time basis, Mr. Harold Riker, M.A., of the University, who will serve as Administrative Assistant as well as Assistant Director of the Florida Union. With this appointment and the employment of a new experienced lunch and fountain expert, we feel that this department is placed on a firm footing and will be in position to render greater service to our student body.

DUPLICATING DEPARTMENT

Under the careful management of Mr. Charles Wimer, the Duplicating Department continues to render an economic service to all University departments and organizations at cost plus a small overage for replacement of equipment. Much of the mimeographing work in the entire institution has been centralized in this department at a considerable savings both in cost of operation and quantity purchase of supplies.

The department also produces work by use of multigraph and multilift machines, many University forms being printed thereon.

During the past year $2,000.00 has been expended to secure some high grade camera equipment in connection with reproduction work by a photo off-set method.

To provide for additional office space in Language Hall, this department has been moved to the old Barracks Building. This change has provided some room for expansion in the department, but does not fully meet its requirements because of the increasing amount of work they are called upon to do.

In conclusion let me call attention to the figures showing increase to plant investment since the last report of $725,000.00, including the Seagle Building the greater part of this amount being available from earnings and W.P.A. funds.

It appears our drastic need for dormitories will be taken care of by the W.P.A. projects approved and pending.

We need a new Administration Building and more class room space for the constantly increasing student enrollment. The graph indicates the per cent of increase of enrollment as compared with the per cent of increase in funds from state and other sources.

I also submit herewith a graph showing how the operating dollar of the University was provided and spent during the first year of this biennial period. The figures for the second year will be approximately the same.

Respectfully submitted,

K. H. Graham, *Business Manager*

BOARD OF CONTROL ACCOUNTS, UNIVERSITY OF FLORIDA

STATEMENT OF RECEIPTS, DISBURSEMENTS AND BALANCES

JULY 1, 1936, TO JUNE 30, 1937

	Balance: July 1, 1936	Receipts	Disbursements	Balance June 30, 1937
Cafeteria	$ 433.88	$ 10,159.23	$ 10,193.00	$ 2,664.18
Dormitory Bonds	18,100.00			18,100.00
Resident Halls	18,344.94	37,213.35	35,343.94	18,014.35
Infirmary	1,934.96	29,819.84	22,319.97	8,712.83
Book Store	1,158.87	92,988.53	88,647.40	4,610.00
Duplicating Department	117.86Dr	9,814.42	8,781.12	574.24
Student Activity Funds	10,828.95	69,004.92	74,890.29	5,137.58
Student Union Building	654.72Dr	619.72	35.00	
Student Union Building Fireplace Fund	15.50		15.50	
N.A.C. Research Fund		600.00	600.00	
R.O.T.C. Student Account	1,747.02	15,347.18	16,255.14	1,839.06
Drug Research	343.11		140.39	202.72
University Incidentals		236,745.84	236,745.84	
Station Incidentals		11,112.66	11,112.66	
Breakage and Reservation	7,704.17	9,914.29	9,454.09	8,164.37
Cash Deposits—Students Bank	15,918.66	150,945.84	148,794.68	17,828.66
Scholarships and Loans	874.49Dr	47,441.19	48,440.12	3,166.59
Fla. Agri. Exp. Station (Hatch, Adams, Purnell, Bankhead, Jones)	8,947.90	165,600.82	167,284.97	3,263.75
F.E.R.A.	18.74Dr	18.74		
F.E.R.A. Escrow Account	24.00		24.74	0.26
F.E.R.A. Kitchen Rehabilitation	490.14Dr		29.00	520.14Dr
Physical Education and Locker Fund	24.19	2,731.00	2,724.19	29.00
Murphree Memorial Fund	2,722.84	28.05		2,750.89
Salary Advances	415.22Dr	10,235.11	11,184.72	134.83Dr
Drake Memorial Fund	419.66	487.35	392.82	514.19
National Audubon Societies		2,000.00	2,000.00	
Y.M.C.A. Fund		21,267.44	3,734.97	17,532.47
General Education Board Research Fund		1,610.00	1,445.00	165.00
Alachua County Soil Survey		1,269.79	1,269.79	
Dormitory Dairy Project Loan		11,000.00		11,000.00
TOTAL	$76,314.29	$952,039.44	$909,496.68	$118,857.05
Special Trust Accounts:				
Parson's Trust Fund	117.09	90.00	472.47	265.38Dr
Parson's Museum Bond Fund	3,044.00			3,044.00
Total	3,317.09	90.00	472.47	2,566.62
TOTAL	$74,951.32	$952,129.44	$909,969.15	$116,871.65

BOARD OF CONTROL ACCOUNTS, UNIVERSITY OF FLORIDA

STATEMENT OF RECEIPTS, DISBURSEMENTS AND BALANCES

JULY 1, 1937 TO JUNE 30, 1938

	Balance July 1, 1937	Receipts	Disbursements	Balance June 30, 1938
DISTRIBUTION OF CASH				
Board of Control Accounts:				
Auxiliary Funds				
Cafeteria	$ 2,464.13	$ 91,323.24	$ 91,345.27	$ 2,442.10
Dormitory Loan for Dairy Project	11,000.00		4,000.00	7,000.00
Bonds from Dormitory Funds	10,100.00	1,000.00		11,100.00
Dormitories, Operating Account	13,054.45	43,324.20	44,793.24	11,485.41
Infirmary	8,717.33	29,910.45	28,571.57	10,056.81
Bookstore and Soda Fountain	8,850.80	102,456.54	104,545.43	761.71
Duplicating Department	318.24	9,812.23	10,134.72	255.75
P. K. Yonge		5,937.23	5,238.26	698.97
Total	$ 52,523.55	$ 284,475.85	$ 288,533.67	$ 48,865.73
Agency Funds				
Student Activity Funds	$ 8,187.38	$ 74,578.83	$ 71,436.54	$ 10,824.68
R.O.T.C. Student Funds	1,899.68	17,589.48	18,639.77	1,849.32
University Incidental Collections		264,945.81	264,945.81	
Station Incidental Collections		30,290.34	30,290.34	
Laboratory Breakage	448.87	3,292.00	3,748.38	292.49
Reservation Funds for Dormitory Rooms	7,343.50	6,940.00	6,437.50	8,845.00
Cash Deposits—Students	17,824.66	142,947.75	143,912.47	16,859.94
Scholarships and Loans	8,594.39	44,877.54	48,933.41	4,538.52
F.E.R.A. Excess	9.50		9.50	
Drug Research Fund	394.72		19.43	185.29
F.E.R.A. Kitchen Rehabilitation	520.10Dr	520.10		
Fla. Agri. Exp. Sta. Federal Funds	3,241.75	113,191.23	112,198.82	4,154.16
Swimming Pool and Locker Fund	79.00	2,879.50	2,892.00	15.50
General Education Board	135.00	700.00	835.00	
Morphine Memorial Fund	2,790.39	35.08		2,825.47
Salary Advances	726.88Dr	10,958.20	9,337.32	
Drake Laboratory Fund	314.97	844.35	659.37	499.95
Y.M.C.A. Fund	17,309.47		12,604.85	4,704.62
Natl. Assn. of Audubon Soc.		412.50	412.50	
Total	$ 43,818.48	$ 745,859.34	$ 756,811.95	$ 32,865.87
Trust Funds				
Parson's Museum Fund	$ 445.34Dr	$ 1,349.35	$ 431.35	$ 472.66
Parson's Museum Bond Fund	3,000.00		1,000.00	2,000.00
Total	$ 2,554.66	$ 1,349.35	$ 1,431.35	$ 2,472.66
TOTAL ALL FUNDS	$116,871.65	$1,027,684.34	$1,046,594.95	$103,159.04

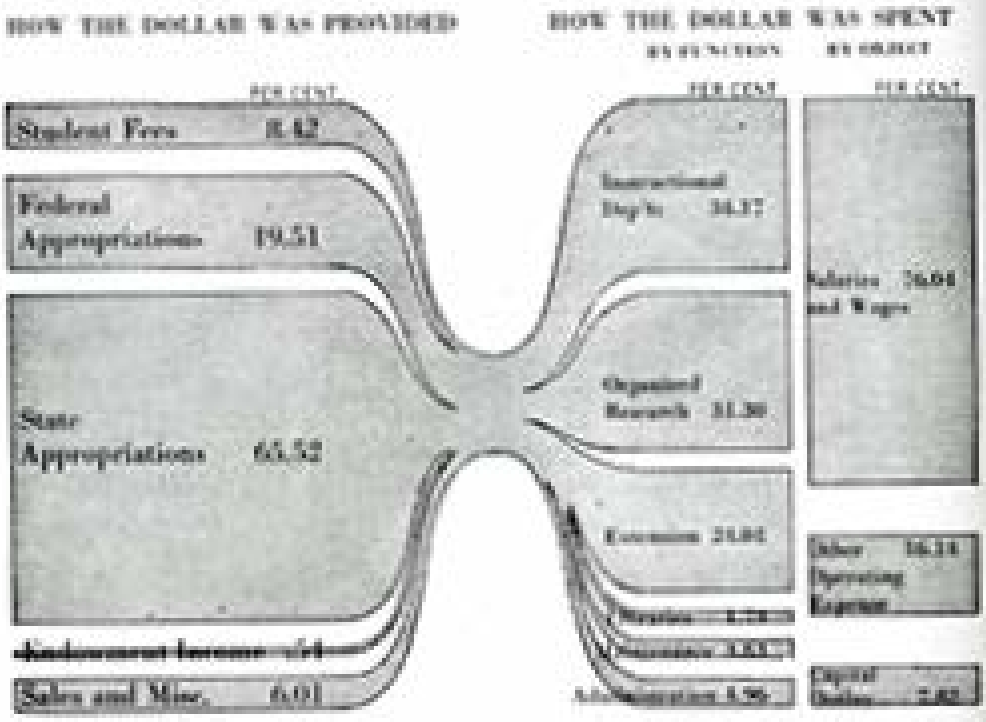
COMPARATIVE ENROLLMENT, APPROPRIATION, AND BUDGETS

Year	*Adjusted Enrollment	% (Compared with base year, 1930-31)	State Appropriation	% (Compared with base year 1930-31)	Total Budget	% (Compared with base year, 1930-31)
1930-31	2548	100	$454,344.50	100	$ 979,924.93	100
1931-32	2721	107	716,516.44	94	878,516.50	94
1932-33	2845	112.5	714,348.44	94	981,424.00	97
1933-34	2850	95.5	544,100.00	64	729,500.00	74
1934-35	2988	117	544,100.00	64	771,543.00	85
1935-36	3439	135	427,300.00	73	844,391.00	93
1936-37	3603	142	427,300.00	73	878,188.35	90.5
1937-38	3783	149	457,300.00	100.8	1,044,997.00	106.5

* The adjusted enrollment each year is the sum of one-half the number enrolled the first semester plus one-half the number enrolled the second semester plus one-fourth the number enrolled each summer term. This is a very conservative method of computing enrollment, and gives a smaller figure than obtained by the usual method of counting the aggregate number of individuals registered.

* This figure was arrived at by assuming the same enrollment for the 1938 Summer Session as that for 1937. Applications now on hand are in excess of those for the 1937 Summer Session by about 600. The enrollment for the year 1937-38 will probably be approximately 3900.

UNIVERSITY OF FLORIDA
THE OPERATING DOLLAR—1936-37



REPORT OF INCOME AND DISBURSEMENTS—EXPERIMENT STATIONS AND AGRICULTURAL EXTENSION—1936-1938

	Income 1936-37	Disbursements 1936-37	Reverted 6-30-37	Income 1937-38	Disbursements 1937-38	Balance Forward 7-1-38
STATE APPROPRIATIONS						
Main Experiment Station Fund	$146,147.34	$146,147.34	$	$145,279.16	$144,947.31	$ 332.19
Celery Disease Investigations	1,215.43	1,215.43		10,000.00	10,000.00	
Citrus Disease Investigations	3,518.96	3,518.96		3,500.00	3,491.14	8.86
Fumigation Research	3,972.27	3,972.27		3,942.50	3,942.50	
Grape Fruit Investigations	3,565.11	3,565.11		3,500.00	3,500.00	
Pecan Insect Investigations	3,349.00	3,223.46	144.00	4,150.00	3,235.47	914.53
Potato Disease Investigations	4,006.45	4,006.45		4,000.00	3,979.47	1,020.53
Potato Laboratory at Hastings	10,500.00	10,500.00		2,000.00	1,925.26	74.74
Strawberry Disease Investigations	4,345.43	4,345.43		4,300.00	4,278.78	21.22
Tomato Disease Investigations	3,411.50	3,411.50				
Citrus Experiment Station	35,148.91	35,148.91		44,451.00	44,449.71	1.29
Everglades Experiment Station *	34,941.96	34,941.96		34,339.00	34,041.72	297.28
North Florida Experiment Station	24,845.14	24,845.14		23,945.00	23,945.00	
Sub-Tropical Experiment Station	19,598.93	19,598.93		21,000.00	19,755.37	1,244.63
Watermelon Disease Investigations	7,894.37	7,894.37		7,000.00	7,000.00	
Special Dairy Teaching and Research	23,997.96	23,977.21	20.75	23,340.00	23,340.00	
Special Poultry Teaching and Research	14,893.32	14,893.32		11,000.00	11,000.00	
Cooperative Work with U. S. Weather Bureau	12,954.24	12,954.24		14,000.00	13,890.50	109.50
Truck Laboratory Fund				13,000.00	6,283.35	6,716.65
Blue Mold of Tobacco				5,000.00	5,000.00	
Total	$428,758.92	$427,065.16	$ 791.79	$419,040.00	$400,290.78	$18,581.22
Agricultural Extension Division	$ 95,429.59	$ 95,297.30	$ 132.29	$ 99,000.00	$ 93,285.27	$ 5,714.73
Screw Worm Control	32,948.78	14,924.76	18,027.97			
Total	$173,136.37	$114,222.06	$18,160.26	$ 99,000.00	$ 93,285.27	$ 5,714.73
FEDERAL FUNDS						
Experiment Station	$165,400.82	$165,400.82		$115,391.24	$115,391.24	
Agricultural Extension Division	219,343.69	217,110.89		219,399.72	219,399.72	
Total	$324,744.51	$322,511.71		$334,790.96	$334,790.96	
INCIDENTAL INCOME						
Experiment Station	$ 43,309.15	$ 43,320.23		$ 44,347.46	$ 43,915.62	$431.84
Interest on Federal Extension Funds	334.29	218.21		344.87	165.34	179.53
Total	$ 43,581.51	$ 43,538.44		$ 44,692.33	$ 44,080.96	$611.37

* Includes $5,000.00 continuing fund each year.

NOTE: Balances not reverting June 30, 1937, are carried forward as income in 1937-38.

REPORT OF INCOME AND DISBURSEMENTS—UNIVERSITY PROPER—1936-1938

	Income 1936-37	Disbursements 1936-37	Reverted 6-30-37	Income 1937-38	Disbursements 1937-38	Balance Forward 7-1-38
STATE APPROPRIATIONS						
University of Florida—Salaries *	$519,000.00	$519,000.00	$	$440,000.00	$440,000.00	$
University of Florida—						
Necessary and Regular Expense *	115,000.00	114,999.34	.66	120,000.00	105,172.78	8,827.22
Chair of Americanism	2,500.00	2,499.50	.50	2,500.00	2,498.51	8.49
Naval Stores Research	2,500.00	2,499.53	.47			
Radio Station WRUF—Salaries	19,174.19	19,174.19	1.79	20,000.00	19,857.50	142.50
Radio Station WRUF—						
Necessary and Regular Expense	14,000.34	14,000.34		20,000.00	17,307.75	2,692.25
Forestry—Chapter 12613	7,500.00	7,500.00		7,500.00	7,500.00	
School of Forestry—Chapter 14101				27,500.00	22,733.22†	4,766.78
J. F. Seagle Building—Section 1.						
Necessary and Regular Expense				5,500.00	3,971.52	1,528.48
J. F. Seagle Building—Section 2.						
Furniture or Equipment				20,000.00	18,286.90	85,713.10
Total	$678,229.50	$678,223.07	$ 3.43	$652,500.00	$608,758.48	$45,121.52
Permanent Building Fund—Chapter 14113	$ 5,341.19	$ 4,477.65		$ 5,721.33	$ 5,892.45	$ 148.87‡
FEDERAL SOURCES						
Morrill-Nelson Fund	$ 25,174.32	$ 25,132.68		$ 25,846.19	$ 25,845.94	$ .25
Bankhead-Jones Fund	12,992.53	12,992.53		15,985.92	15,985.92	
Total	$ 38,166.85	$ 38,125.21		$ 41,831.11	$ 41,830.86	$ .25
ENDOWMENT INCOME						
Agricultural College Interest	$ 6,248.93	$ 6,246.17		$ 6,659.292	$ 3,338.34	$ 3,319.94
American Legion Interest	2,200.00	2,200.00		2,200.00	2,200.00	
Seminary Interest	1,469.11	1,464.12		1,919.74	1,893.89	8.85
Total	$ 9,918.14	$ 9,826.29		$ 10,778.94	$ 7,432.23	$ 3,346.71
INCIDENTAL INCOME						
University I	$196,978.44	$166,744.99		$222,068.23	$178,589.76	$43,233.47
General Extension Division	41,597.47	41,562.53		42,488.99	42,478.44	10.51
Radio Station WRUF	12,920.69	9,894.69		8,993.19	8,148.03	8,345.16
Total	$249,496.59	$222,417.49		$273,646.41	$229,092.47	$51,592.94

* Includes General Extension Division Funds.
† Includes $190.24 reverted December 31, 1937.
‡ Includes $1,114.00 to be transferred by State Comptroller.
§ Figures include Smith-Hughes and George-Deen Fund Income and Disbursements of $7,855.00 for 1936-37 and $7,256.00 for 1937-38.
‖ Debit.
NOTE: Balances not reverting June 30, 1937, are carried forward as income in 1937-38.

REPORT OF THE REGISTRAR

To the President of the University.

SIR: As Registrar of the University of Florida I have the honor to submit the following report for the regular sessions of 1936-37 and 1937-38 and the summer sessions of 1937 and 1938. In compiling this report I have included only the most pertinent information for the periods mentioned and a summary of enrollment and graduation figures for the entire period of the University's operation in Gainesville.

As in the last two reports the outstanding feature of the statistical data submitted is the increase in enrollment and teaching loads. During the past year the Office of the Registrar has begun a study of instructional costs. While a lack of comparable data for preceding years prevents a detailed analysis of trends, one important fact is revealed by the study where comparable information was available. This concerns the index of cost per student credit hour and is shown in Table IV.

ENROLLMENT

In the following tables the enrollment by schools and colleges is shown. In making comparisons with former years one should remember that with the inauguration of the General College in 1935-36 Freshman and Sophomore students were not included in enrollment figures for the other colleges as before.

TABLE I. ENROLLMENT FOR THE BIENNIUM

A. Enrollment by schools and colleges, Regular Sessions 1936-37 and 1937-38

	1936-37	1937-38
College of Agriculture	171	142
School of Architecture and Allied Arts	37	39
College of Arts and Sciences	315	275
College of Business Administration	356	283
College of Education	104	111
College of Engineering	223	222
School of Forestry	----	45
General College	1572	1882
Graduate School	141	192
College of Law	135	144
School of Pharmacy	47	39
Grand Total	3101	3374
Less Duplicates	32	96
NET TOTAL	3069	3278

B. Enrollment by schools and colleges, Summer Sessions 1937 and 1938

	1937 1st Term	1937 2nd Term	1937 Total	1938 1st Term	1938 2nd Term	1938 Total
College of Agriculture	41	24	65	45	31	76
School of Architecture and Allied Arts	5	—	5	2	3	5
College of Arts and Sciences	147	100	247	181	128	309
College of Business Administration	95	86	181	109	104	213
College of Education	995	603	1598	943	583	1526
College of Engineering	19	17	36	20	33	53
School of Forestry	—	—	—	3	3	6
General College	214	190	404	349	236	585
Graduate School	212	182	394	266	232	498
College of Law	50	—	50	58	—	58
School of Pharmacy	5	2	7	16	1	17
School of Trade and Industrial Education	—	—	—	403	—	403
Grand Total	1783	1204	2987	2395	1354	3749
Less Duplicates			851			1118
NET TOTAL			2136			2631

TABLE II. ENROLLMENT IN THE UNIVERSITY OF FLORIDA FROM 1905 TO 1938

Regular Session	Number Enrolled	Summer Term	*Number Enrolled	Total
1905-06	135	—	—	135
1906-07	102	—	—	102
1907-08	103	—	—	103
1908-09	103	—	—	103
1909-10	186	—	—	186
1910-11	241	—	—	241
1911-12	302	—	—	302
1912-13	321	1913	140	461
1913-14	361	1914	269	630
1914-15	395	1915	402	797
1915-16	447	1916	539	986
1916-17	460	1917	434	894
1917-18	421	1918	434	855
1918-19	554	1919	612	1,166
1919-20	664	1920	743	1,407
1920-21	823	1921	783	1,606
1921-22	1,002	1922	895	1,897
1922-23	1,183	1923	1,028	2,211
1923-24	1,347	1924	944	2,291
1924-25	1,488	1925	987	2,475
1925-26	1,860	1926	908	2,768
1926-27	1,968	1927	1,269	3,237
1927-28	2,073	1928	1,686	3,759
1928-29	2,270	1929	1,613	3,883
1929-30	2,357	1930	1,480	3,737
1930-31	2,388	1931	1,530	3,918
1931-32	2,558	1932	1,746	4,304
1932-33	2,628	1933	1,086	3,714
1933-34	2,371	1934	1,310	3,681
1934-35	2,848	1935	1,602	4,450
1935-36	2,983	1936	1,706	4,689
1936-37	3,069	1937	2,136	5,205
1937-38	3,278	1938	2,631	5,909

* These figures include the enrollment in the demonstration school, except for the Summer Sessions of 1911, 1914, 1915, 1936, 1937, and 1938.

TEACHING LOADS

The trend in student clock hours taught at the University from 1930-31 to 1937-38 is shown in Table III. It will be observed that the load has increased nearly 31% during the period for which data is available.

TABLE III. TREND IN STUDENT CLOCK HOURS

Regular Session	Total Regular Clock Hours	% Increase Over Previous Year	% Increase Over Base Year 1930-31
1930-31	79,981	—	—
1931-32	83,875	4.8	4.8
1932-33	86,259	2.8	7.8
1933-34	76,406	12.8*	4.4*
1934-35	88,615	15.9	10.7
1935-36	102,262	16.5	29.2
1936-37	102,125	0.1*	29.1
1937-38	107,915	4.6	34.9

* decrease

INSTRUCTIONAL COSTS

TABLE IV. COMPARISON OF THE INDEX OF INSTRUCTIONAL COST PER STUDENT CREDIT HOUR FOR THE YEARS 1931-32 AND 1937-38

Type of Course	Index of Cost 1931-32	Index of Cost 1937-38
Comprehensive Courses	none offered	1.00
Departmental Courses	3.00	3.44
Total—All Courses	3.00	2.44

This table shows that for each $3.00 spent for the instructional unit (the student credit hour) in 1931-32, only $2.00 is now being spent, an economy in instructional cost of approximately 16%. This illustrates, perhaps better than any other method possible, the economies that have been possible through the inauguration of the General College comprehensive courses.

DEGREES CONFERRED

Because of numerous requests for such information, the following table summarizing the number of degrees conferred by the University since 1905 has been prepared. In the column headed "Diplomas & Certificates" is grouped the number of all awards made upon the completion of curricula of less than four years duration.

TABLE V. DIPLOMAS, CERTIFICATES, AND DEGREES CONFERRED 1905-1938

Year	DIPLOMAS, CERTIFICATES, AND DEGREES, IN COURSE: Diplomas & Certificates	Baccalaureate	Professional	Masters	Doctors	HONORARY DEGREES
1905-06	3	9	—	2	—	—
1906-07	—	4	—	—	—	—
1907-08	—	7	—	1	—	—
1908-09	—	8	—	2	—	1
1909-10	—	19	—	—	—	2
1910-11	—	29	—	1	—	—
1911-12	—	29	—	1	—	—
1912-13	2	36	—	3	—	—
1913-14	—	37	—	2	—	—
1914-15	10	55	1	1	—	—
1915-16	4	43	1	2	—	2
1916-17	6	38	1	2	—	—
1917-18	2	27	—	4	—	—
1918-19	4	27	1	4	—	3
1919-20	5	47	1	1	—	—
1920-21	17	58	—	2	—	2
1921-22	8	66	2	2	—	—
1922-23	4	101	1	7	—	3
1923-24	10	99	5	3	—	—

TABLE V. DIPLOMAS, CERTIFICATES, AND DEGREES CONFERRED 1905-1938
(Continued)

Year	DIPLOMAS, CERTIFICATES, AND DEGREES, IN COURSE: Diplomas & Certificates	Baccalaureate	Professional	Masters	Doctors	HONORARY DEGREES
1924-25	3	146	2	10	..	..
1925-26	8	128	2	6	..	..
1926-27	8	159	..	13	..	1
1927-28	49	197	5	19	..	..
1928-29	69	231	4	35	..	1
1929-30	70	271	4	32	..	1
1930-31	75	321	7	37	..	..
1931-32	108	329	7	39	..	..
1932-33	130	348	5	29	..	2
1933-34	83	343	2	36	3	..
1934-35	85	377	1	24	7	2
1935-36	85	450	..	24	2	..
1936-37	435	458	1	34	5	1
1937-38	432	523	..	77	6	..

In the above table, degrees conferred in the Summer Session are included in the figures for the year immediately preceding the Summer Session considered. (e.g. The 1937 Summer Session graduates are included in the totals for 1936-37.)

At the end of the last biennium data concerning some of the activities of the Board of University Examiners was included in the Registrar's report. Because the work of the Board has expanded considerably it appeared desirable to submit a separate report. Accordingly I have asked the University Examiner to prepare a summary of the more important studies made by the Board and am attaching it hereto.

Respectfully submitted,

H. W. CHANDLER, *Registrar*

REPORT OF THE UNIVERSITY EXAMINER

To the President of the University.

SIR: The Board of University Examiners, established in 1935 along with the General College, has jurisdiction over admissions to the University and comprehensive examinations. Its work is integrated closely with that of the Registrar's Office and the General College.

ADMISSIONS

The admission policies are fully set forth in the *Bulletin of Information of the General College*. It is felt that these policies are as sound and logical as those practised by any state university. The details of admissions are handled through the Registrar's Office.

The Board of Examiners administers the placement tests required of all students entering the General College. Many of these tests are given in the high schools throughout the state under the sponsorship of the Florida Association of Colleges and Universities.

Persons standing low in their placement tests and their high school achievement are informed of their meagre possibilities of succeeding in college work and advised not to undertake college work without additional preparation. (Of 81 students who stood low in their placement tests in 1935 and 1936 only one made a satisfactory record in his college work during his freshman year.) Likewise persons standing high on their tests and school achievement are urged to continue their education.

COMPREHENSIVE EXAMINATIONS

All of the comprehensive examinations given in the University have been handled entirely by the Board of Examiners. The first comprehensive examinations were given in February 1936. From this time through the spring of 1938 over 40,000 three-hour examination booklets have been produced and over 30,000 have been given and scored.

An increasing attempt is being made to study the comprehensive examinations with an inquiry into their technical validity. Average validity indices varying from 1.3 to 1.7 have been found for the various examinations. (An index of 2 is considered satisfactory.) The index is a measure of the extent to which the items on the examination separate the high-scoring students from the low-scoring students. The results of these investigations are reported to those making the examinations to enable them to improve both their examinations and their teaching procedures.

The number of progress tests given in the various comprehensive courses has shown a steady increase. The Board of Examiners co-operates in the printing, giving and scoring of these examinations.

GENERAL COLLEGE STATISTICS

The Board of Examiners has made several statistical studies concerning the General College students. A brief summary of one of the more important studies covering the status at the beginning of the first semester 1937-38 of the 888 General College freshmen of 1935-36, is given below.

		% of Entire 888	Number with Associate of Arts	% of Entire 888
Number in the Upper Division, University of Florida - - -	278	31.3	276	31.1
Number in the General College, University of Florida - - -	206	23.2	30	3.4
Number not at the University of Florida - - -	404	45.5	36	4.0
TOTAL - - - - - -	888	100.0	342	38.5

This table shows that, of the 888 freshmen who entered the General College in 1935-36, 342, or 38.5 per cent, had received their Associate of Arts certificate by the end of the 1937 summer school, two years and one summer after entrance. Two hundred and seventy-eight, or 31.3 per cent, entered the Upper Division in September 1937; 206, or 23.2 per cent, were still enrolled in the General College, and 404, or 45.5 per cent, were not long at the University.

RECOMMENDATIONS FOR IMPROVEMENT

In the past the Board of Examiners has been confronted with marked seasonal variations, with the bulk of the work in preparing examinations confined to the period from April 1 to May 20. The rush during this period becomes so acute that work which should be done leisurely and carefully checked is done hastily and inadequately checked. So long as the preparation of the examinations is delayed until near the completion of the course this congestion is certain to continue. Possibly it could be alleviated by compiling the examination throughout the year as the course progresses. Or, it is conceivable that the examination, covering the material which the course purports to convey to the students, might be made out entirely in advance of the instructional work. Thus the examination itself would serve to guide the

channels of instruction. This latter alternative, however, should not be adopted without thorough consideration.

Respectfully submitted,

JOHN V. MCQUEEN, *University Examiner*

REPORT OF THE DEAN OF THE GRADUATE SCHOOL

To the President of the University.

SIR: There have been some important and far-reaching changes in our requirements for the master's degree. Some of our departments are still adhering closely to the old requirements, but other departments are taking advantage of the possible modifications of the former strict regulations. The language requirement may be waived on the recommendation of the Supervisory Committee in any particular case. A good many students in education and some in agriculture and engineering have decided it wise to waive the language requirement. Formerly students were required to complete their work within the period of seven years. Any credits that had been earned beyond the seven-year period were not counted towards graduation. Under the new regulations, it is possible to have the seven-year period extended. According to the regulations of the Conference of Deans of Southern Graduate Schools, the period was fixed at six years, and many schools have even a shorter period. The University of Florida is more liberal than other institutions in this respect. It is also easier now than formerly to admit a student from a non-accredited institution or with poor undergraduate record, practically on the same basis as students from accredited institutions or with excellent records.

The requirements for the degree of Doctor of Philosophy have remained unchanged, but our field of study has been recently expanded a little. Beginning with the session 1938-39, it will be possible to offer the degree of Doctor of Philosophy in the Department of Animal Husbandry, but only in the branch of animal nutrition. Previously the doctor's degree was limited to the departments of Chemistry, Pharmacy, and Biology.

Each candidate has a problem and project of his own, and we have now accumulated a considerable number of theses and dissertations. We have now granted 417 master's degrees and 19 doctor's degrees. This includes the graduates of May, 1938. As soon as possible the University of Florida should publish a complete list of those who have earned higher degrees here. This publication should contain the name of the student, the degree earned, the year in which it was earned, the title of the thesis, and a synopsis of the thesis. A list without synopsis was compiled but not published a few years ago. This list may be found in the library and might be used for a basis of this proposed publication. After this material is published, the data should be kept up to date by an annual or a quinquennial publication.

With the assistance of our small graduate research fund we are gradually adding some valuable equipment for our libraries and laboratories. The numbers in the Graduate School have continued to grow. Perhaps it will be a sufficient indication of our growth to compare the last year of the previous biennium with the last year of the present biennium. For the first semester of 1935-36, we registered 108 students. For the first term of the summer session of 1936, we registered 119 students. Contrast with these numbers the following: number of students registered in the Graduate School for the first semester of 1937-38, 158; number registered in the first term of the 1938 summer session 266. It may be interesting to contrast with these

figures the number of graduate students we had in the year of 1909-10, which was the first year in which I had charge of the graduate work at the University of Florida. In that year only seven students were enrolled, and one master's degree was conferred. Perhaps the growth in numbers has been a little more rapid than the increase in our facilities. It is quite a serious problem now to take care of our graduate students in the summer session. We are not offering many graduate courses, except in the Department of Education, but the most serious difficulty of all is in providing satisfactory committees when so many of our regular professors are absent.

Respectfully submitted,

JAMES N. ANDERSON, *Dean*

REPORT OF THE DEAN OF THE COLLEGE OF ARTS AND SCIENCES

To the President of the University.

SIR: I have the honor to submit the following report on the College of Arts and Sciences for the biennium ending June 30, 1938, together with recommendations for the biennium beginning July 1, 1939. As on previous occasions, I shall first report upon the activities of the College of Arts and Sciences proper and append the report on the School of Pharmacy, which is administered by the College, just before making my recommendations for the whole organization.

Since the purpose and policies of the College of Arts and Sciences were presented in detail in my last biennial report, they need not here be repeated. The aim of the College remains the same, but the manner of accomplishing its purpose has been slightly altered in several cases to meet changing conditions, as evidenced by new courses, methods, and programs that have been adopted during the last two years. During this time the progress of the College, educational and otherwise, has been highly satisfactory. The recent granting of a chapter of Phi Beta Kappa represents a strong endorsement of the policies and scholastic standing of the College.

CURRICULAR REVISION

Two years ago I reported that the biennium then closing had been remarkable for the improvements that had been made in the curricula of the College, the most important of which were: (1) that the quality of the requirements for graduation had been improved by a reduction in the number of credit hours required for a degree; and, (2) that a candidate for graduation had the choice of the completion of either a departmental major or a new group major. These changes and other considerations have caused the departments composing the College to study critically their respective course offerings, which has resulted in many revisions for the betterment of the College. The program has been systematized by having the Syllabus Committee and the Curriculum Committee of the College study carefully all new courses which a department desired to offer and alterations in the content of old courses it proposed to make.

A number of the more important of these curricular modifications that have been approved and adopted during the present biennium will now be presented.

A curricular problem arose from the need to utilize the training given in the General College as a basis for more advanced work in biology. This has been solved (1) by assisting in planning and developing course C-6, which is chiefly concerned with biological subject-matter and concepts, and (2) by promoting an elective laboratory

course designed to supplement C-6 and, together with it, provide an adequate foundation for Upper Division work in biology. The condensing of the sequence of advanced courses in biology into the junior and senior years has necessitated certain changes in prerequisites as well as the modification of the content and presentation of the courses themselves.

A special committee has given prolonged study to the course in general chemistry and has greatly improved it. Several of the graduate courses in chemistry have also been revised and new ones added, *e.g.*, bio-chemistry and plant bio-chemistry, both of which are offered by staff-members of the Experiment Station, by special arrangement. The curriculum of chemical engineering has been built on the recommendation of the Engineers' Council for Professional Development and the American Institute of Chemical Engineers. A course in chemical physics has been introduced, dealing with a great amount of information concerning structure which has been obtained from various fields of physics such as X-rays, infra and visible spectroscopy, Raman effect, dielectric measurements, etc. Not much change has been made in the courses in mathematics since our last report, except the addition of two new courses and the co-ordination of offerings.

The Department of English has maintained a standing committee on curricular modification which, during the past year, has helped to accomplish many desirable reforms, both in the work designed primarily for General College students and in the program arranged especially for Upper Division students. The committee will continue its systematic efforts to accomplish the best possible program for students in all three levels: General College, Upper Division, and Graduate. The Department of Speech has been offering, during the two years covered by this report, an elective course, Effective Speaking, and is now offering a new course in Speech Training for the radio. In French, the first- and second-year courses have been adjusted to new conditions created by the new policies of the University, and two new courses of more general and practical interest have been arranged to take the place of two other courses formerly offered. Beneficial modifications have also been made in the courses in German and Spanish; certain new courses have supplanted the old grammar-drill courses. These courses provide an introduction to these languages and at the same time they are basic courses requisite for more advanced study. In addition, three new courses in German have been adopted.

The course in general psychology has been altered to form a departmental comprehensive course in the General College, and a new course has been organized to meet the needs of those students who wish to continue their study of psychology. An improved sequence of courses for a departmental major has also been arranged. Two new courses in history, one new course in political science, and two new courses in philosophy have been developed and offered. The entire set-up of Bible courses has been revised in order to lay an adequate foundation for students who will later attend schools of religion, and to give some of our public school teachers and other students an intelligent conception of Christian literature. The courses in journalism have been revised to provide in a better manner three sequences: (1) business, publishing, and advertising; (2) news and editorial; and (3) magazine and special writing.

IMPORTANT PROBLEMS AND PROJECTS

In addition to the improvement of its course offerings, the College has studied general and specific educational problems relative to its program; and as a consequence better methods of instruction have been applied. Some of the chief problems and projects of the various departments will here be mentioned.

The Department of Biology and Geology has undertaken to share with the School of Forestry the utilization of the Welaka area for study in wild-life conservation in Florida. This Department is also engaged in the reconnaissance of Florida aquatic and terrestrial habitats and is steadily adding to the accumulation of specimens and data for future work.

The naval stores research, under the Department of Chemistry, is of both a fundamental and practical nature, having in view the enrichment of the state by the finding of new or improved uses for naval stores products. During the last two years several important investigations have been undertaken, the progress or results of which have been reported to the President monthly.

It is our desire that the work in chemical engineering be approved by the Engineers' Council for Professional Development. This will require additional space for chemical engineering instruction, additional laboratory equipment, and a larger staff. Plans are now under way which we hope will make it possible to construct a chemical engineering building which will provide suitable space.

Among the important problems of the Department of English are those involving its relationship with other colleges. The library also remains a major problem in English. The program of the English Club, an undergraduate organization, has included play-reading and talks and discussions by the faculty members and a number of well-known literary persons. The scope of the Language and Literary Club has been broadened to include all language departments, as well as English. The *Southern Folklore Quarterly* is gaining rapidly in national recognition under the leadership of members of our English Department.

The problems and projects confronting the foreign languages are often similar, but in certain cases they are different. In the year 1937-38, for the first time in the history of the University no Latin or Greek was given. Through the co-operation of our French Department the Florida Chapter of the American Association of Teachers of French has been organized, with the head of our department as a member of the Executive Committee of the Chapter. A complete list of all available German and Spanish books has been compiled and is being used in assigning outside reading. The members of the Spanish staff are working with the Committee on Latin-American Affairs to promote a Pan-American Fair to be held at the University at an early date, with the hope that the Fair may lead to the establishment of scholarships for study in South America. The meeting at the University next fall of the South Atlantic Modern Language Association, an organization in which several of our professors are performing excellent service, promises to be a significant event for our literature and language departments.

One of the chief problems of the Department of History and Political Science and some other departments, besides inadequate library facilities, is the centralization of the class-rooms and offices in the same building. At present the meagre collection of maps and charts suffers from having to be carried from one building to another.

The urgent problems of the Department of Journalism are: (1) the establishment of laboratory facilities and a departmental library; (2) the establishment of closer contacts with publishers and editors; and (3) the raising of the standard of the department. During the biennium the department's projects included: (1) producing an unpublished newspaper; (2) requiring students to work a few days on state papers; (3) making weekly news broadcasts over WRUF; (4) covering sessions of noted societies; (5) resuming of the High School Press Conference; and (6) preparing for a journalistic tour of Cuba in 1939.

The members of the Department of Mathematics have continued special services

and studies, and have, during the biennium, published several papers and presented others before societies.

The Department of Psychology has sponsored trips to state institutions where special clinics were arranged, and has participated in the organization of a proposed curriculum in social administration for the training of social workers. The Bureau of Vocational Guidance and Mental Hygiene, which is administered by the Department of Psychology, has extended its activities and services during the past two years by the addition of several new tests and by the better standardization of some of the tests previously used.

The Department of Speech continues to take an active part in many extra-curricular projects, such as inter-fraternity and inter-collegiate debates, dramatics, and speech clinics.

The performance and progress of the various student organizations sponsored by the different departments of the College have been very praise-worthy.

NEW FACILITIES

Several new facilities have been added since our last report. More space has been made available for the department of Biology and Geology, but it can not be used to the best advantage until considerable remodeling has been done. A room has been procured in Peabody Hall for the X-ray laboratory, which affords marked improvement. The construction of a new lecture room with its two adjoining preparation rooms in the Chemistry-Pharmacy Building is now nearing completion. Improvements and repairs have been made in several of the laboratories. A moderate amount of permanent equipment and apparatus has been added, some of which was made in the L. M. Drake Memorial Laboratory at a considerable saving.

FACULTY PERSONNEL

Since the last biennial report some of our faculty members have been promoted to the rank immediately higher than that previously held by them. All these advancements were well deserved and have produced gratifying results. A relatively large number of the younger men of our faculty have pursued graduate work either in the summer or in the academic year while on leaves of absence. A few have achieved the degrees of Doctors of Philosophy.

Owing to the lack of funds practically no new positions have been added. The new teachers who have entered the faculty represent, usually, the replacement of those who have resigned or who have been granted leaves of absence. One replacement was occasioned by the death of Professor A. S. Green, a valued member of the Department of History and Political Science. Two members of the faculty are now on part-time special status. One has been made Professor Emeritus. An increasingly large number of our professors have been active in their respective professional organizations—international, national, regional and state. Many of them have held office and served on important committees and made valuable contributions. For example, the Dean served on the American Council on Pharmaceutical Education and on the Board of Directors of the American Chemical Society. The amount and the quality of the research work accomplished by the faculty during the present biennium have been gratifying.

SCHOOL OF PHARMACY

This report on the School of Pharmacy represents the report by the Director, with only very slight changes.

The policies governing the operation of this School are formulated and administered to serve three groups, namely, the training of practical pharmacists, research workers, and teachers. Since a majority of the graduates become retail pharmacists, this type of training is emphasized. The curriculum provides for a broad scientific and professional training, as well as an opportunity for specialization and advanced study in the several branches of pharmacy.

It is essential that the number of graduates be increased in order to meet the needs of the state for registered pharmacists; therefore bulletins have been sent to high schools and libraries and talks given before various groups to emphasize this need. There is a distinct need for extension education in pharmacy in order to enable pharmacists in service to gain information concerning new developments. Hence, a short course for pharmacists has been held for the past two years in co-operation with the University Extension Division and the Florida State Pharmaceutical Association. This has attracted national interest and a number of states have followed our example.

The members of the faculty have devoted considerable attention to professional improvement in order to vitalize and improve instruction. All members have carried out research projects, and some twenty papers have been published in scientific journals. All members have attended meetings of state and national professional associations, participated in programs, and served on committees. In addition, faculty members have visited and inspected physical and teaching facilities of a number of colleges of pharmacy, thus obtaining new ideas for practical application in improvement of instruction.

A model pharmacy is necessary to provide facilities for practical training in drug store operation. Proprietors and managers of drug stores of today expect the clerk to be properly trained to render competent service from the beginning of employment.

RECOMMENDATIONS

I shall here list my principal recommendations for the coming biennium: (1) the granting of the budget of the College as submitted; (2) the allocation of funds to the Department of Biology and Geology so it may assist in carrying out the Welaka Project, as submitted for the Welaka Budget; (3) the building of a laboratory for Chemical Engineering; (4) the erection of a building for the Department of Physics; (5) the allowance of additional funds for travel for professors attending professional meetings; (6) the increasing of the appropriation for books, journals, and other literature; (7) the granting of additional space to the psychology laboratory; (8) the establishment of a model pharmacy; (9) the meeting of the requirements for admission to the American Association of Schools and Departments of Journalism; (10) the appointment of a Professor of Geology at as early a date as finances will allow; (11) the creation of additional instructorships in departments having excessive teaching loads, just as soon as funds are available.

Respectfully submitted,

TOWNES R. LEIGH, *Dean*

REPORT OF THE DEAN OF THE COLLEGE OF AGRICULTURE

To the President of the University,

SIR: I respectfully submit the following report of the Teaching Division of the College of Agriculture for the biennium ending June 30, 1938.

The College of Agriculture endeavors to make additions and changes in curricula as seem necessary to meet changing interests and attitudes.

A course in soil conservation given by the Department of Agronomy jointly with the Department of Agricultural Engineering has been added because of the increased interest in this subject.

The Department of Animal Husbandry has added approved dairy practice and problems in poultry breeding.

Industrial bacteriology has been added in that department.

Systematic pomology has been added in horticulture.

The graduate work has been strengthened in some departments by assistance being given by research workers in the Experiment Station chiefly by helping plan research problems and examine candidates for degrees.

The outlines for courses in animal science and plant science for students in second year General College have been carefully re-written, co-ordinated, and better adapted to use as preparation for the specialized studies of the departments of the College of Agriculture.

The Live Stock Show and Rodeo put on by the Block and Bridle Club of the Animal Husbandry Department, assisted by members of the faculty and neighboring stockmen, every spring is growing in interest and value year by year.

Sears, Roebuck and Company made available at the beginning of the session of 1937-38 $2,500.00 to aid 25 first year students in agriculture who had already on the farm made achievement records in some phase of agricultural work. These were selected with the aid of county agents, vocational agricultural teachers, and progressive farmers. The ten who have done best work during the year will be continued, others will be selected to begin next year.

The U. S. Sugar Corporation in 1937-38 established the Duncan U. Fletcher Agricultural Scholarship of $100.00 per year for four years. This was awarded to a high school graduate with high record. He has ranked this year among the highest students of the University.

The Danforth Foundation Fellowships continue to be offered to a junior of our College as well as to juniors of twenty-two other agricultural colleges. The selection is based on scholarship, leadership, and religious activity. It is a highly prized opportunity for summer study and recreation.

There is also offered by this Foundation a two-weeks fellowship at American Youth Foundation Camp on Lake Michigan to the outstanding Freshman among the 23 colleges. J. Lester Poucher of the University of Florida won this award in 1937. He was also elected President of the National Future Farmers of America at their annual meeting in Kansas City, Missouri, in the fall of that year.

A Youth's Leadership Conference, made up of members of the Agricultural Club and the College 4-H Club girls of Florida State College for Women was held at the University Union Building in February, 1938. This marks the beginning of an annual meeting for future agricultural leaders for discussion, training, and counsel from those prominent in leadership today.

A Dairy Products Laboratory was completed during 1937. Courses in butter, cheese, and ice cream making are being offered, using the latest modern equipment.

A Poultry Laboratory building, increased number of houses and runs, and a larger acreage for growing feeds have become available during the biennium. This is a joint Experiment Station and Teaching Division enterprise covering 11 acres.

The former restricted poultry location has been planted in an orchard containing leading varieties of the most important deciduous fruit trees grown in this section.

In the space made available in the Agricultural Building by the moving out of instructors to the new quarters provided elsewhere, entomology and horticulture have been provided with enlarged laboratory space and better facilities for efficient work. The agronomy laboratory also received additional much needed equipment and supplies.

The former head of the Agronomy Department resigned during the summer of 1937 to accept a commercial position. A reorganization of the Department was effected, Dr. R. V. Allison being made head of the combined department in Experiment Station and Teaching Division, and Dr. F. B. Smith employed as new Professor of Agronomy.

Dr. Homer Hixson has been added as instructor in the rapidly growing Department of Entomology and Plant Pathology.

Funds were not available for a much needed instructor in botany. A graduate assistant was provided who relieved the situation somewhat.

Three of the younger professors are, during the summer, continuing work for Ph.D. degrees.

Most members of the faculty belong to their respective national, regional, and state professional organizations and take an active part in them.

An increasing number of the graduates each year are securing fellowships in older northern institutions to do work toward advanced degrees.

A steady, healthy increase in attendance has been made each year; students are growing more studious and earnest. The moderate increase in appropriations received has aided much in improving the physical equipment and quality of teaching. There are still conspicuous places where increased expenditures are much needed.

SCHOOL OF FORESTRY

The School of Forestry of the College of Agriculture still retains the two curricula, (1) Semi-Professional or Ranger Course and (2) Degree Course, but in 1937 departmental additions were made in the Degree Course affording the degree Bachelor of Science in Forestry. Heretofore the degree offered was Bachelor of Science in Agriculture with a major in Forestry.

The rapid expansion of the School of Forestry from the original Department of Forestry, established in 1935, presents the problem of adequately providing classroom and laboratory space for the students. An accredited school of forestry requires 20,000 square feet of space; the School at present has but 500 square feet. The faculty is being developed with a head for each major department. The Professor in charge of forest economics was appointed in 1937. Organization problems have been satisfactorily handled in connection with the Works Progress Administration (Statewide project), Southern Shade Tree Conference (affiliated with National Shade Tree Conference), committees for Southeastern Section of Society of American Foresters, and Austin Cary Memorial Committee of the Society of American Foresters, and friends. Extra-curricular projects have been developed in connection with the Forestry Club of the University in providing technical and social programs in the Club headquarters and in the field. The Club instituted the first annual Field Day in 1937 during Forest Fire Protection Week upon the Austin Cary Demonstration Forest of the University. Also, during 1937, the honorary forestry fraternity, Tau Alpha Nu, was organized as sponsored by the Forestry Club. Special lectures have been given within the state upon the request of different service clubs. Special studies have been carried on in the ecology of the slash pine, some aspects of the cellulose and naval stores industries of the South, wood preservation, and dry kilns.

The laboratory and classroom facilities have been expanded in 1937 but are not now adequate. The Austin Cary Memorial Demonstration Forest of the University is being extended from 1,359 acres to more than 2,000 acres and affords excellent opportunity for local field work. The Sophomore Forestry Summer Camp of six weeks has completed a reconnaissance of the Wekiva Forestry Project, of the Farm Security Administration. The Junior Forestry Summer Camp of six weeks will make forestry studies in Georgia, the Carolinas, Tennessee, and the Appalachian region.

The School has developed from one faculty member to a staff of one Director, two Professors, two Assistant Professors, and two Fellows.

Respectfully submitted,

WILSON NEWELL, *Dean*

REPORT OF THE DEAN OF THE COLLEGE OF BUSINESS ADMINISTRATION

To the President of the University.

SIR: I beg to submit herewith the following report on the activities of the College of Business Administration for the biennium ending June 30, 1938.

The College of Business Administration, at the beginning of the last biennium, became a two-year professional college of the Upper Division. The number of students registered in this college in 1936-37, the first year of the biennium, was 316 and the number of graduates was 61. Of the number of students registered, 113 were seniors, 172 were juniors, and 79 were sophomores still under the old four-year curriculum. In 1937-38, the second year of the biennium, the number of students registered was 283 and the number of graduates was 105. Of the 283 students registered, 127 were seniors and 156 were juniors. While the total number registered decreased 20 per cent from 1936-37 to 1937-38, the decrease was due to the fact that there are no longer any sophomores registered under the old curriculum. The number of Upper Division students registered each year remains virtually the same.

The number of graduates, however, increased from 61 to 105, or 69 per cent. I predict that this increase will continue. The number of graduates for the first year of the next biennium will not be less than 110 and for the second year, not less than 150.

The College of Business Administration offers all courses in general economics as well as all courses in business administration. It serves not only its own students but also students of other instructional divisions of the University. The aggregate number of students in all courses has greatly increased during the past biennium. This may be shown by the increased teaching loads of the faculty. The increase in these loads was 28 per cent in 1936-37 over 1934-35 and 7 per cent in 1937-38 over 1936-37. The increased loads arise out of increased enrollments in Upper Division courses. The aggregate enrollments in courses in accounting during the past two years, for example, increased from 100 to 150 per cent. While, in 1935-36 and 1936-37, certain other Upper Division courses and sections of the same course ranged from 15 to 30; in 1937-38, they jumped in many instances to as high as 60 or more per course or per section. A large number of these courses, we feel, should be held down to not more than 30 students per section or course. While many examples could be given, perhaps the citation of two courses might not be amiss. Both Bs. 401 and Bs. 402—Business Law and Bs. 407 and Bs. 408—Economic Principles and Problems, which are required senior courses, represent courses in which we have had four sections

each. Each section of each course has averaged 50 students or more. The courses are such that they should be kept around 50 in order to use the discussion method and to get the best instructional results. We have reached, therefore, the point where we must either restrict the number of students registered in the College of Business Administration or greatly increase the number of faculty members.

The faculty of the College of Business Administration during the past biennium has functioned in the General College as well as in the Upper Division. One member of the staff is Chairman of C-1—Man and the Social World, and four other members assist with the teaching of this course. Likewise, one staff member gives half-time to the teaching of C-2—Man and the Physical World. There are three connective courses offered in the General College by staff members in the College of Business Administration. These courses are Elementary Accounting, Elementary Statistics, and Economic Foundations of Modern Life; they are half-year courses and are offered each semester. They are of direct interest to students who expect to enter the College of Business Administration, since they are required for admission. They are also of direct interest to students who expect to major in economics in the College of Arts and Sciences, and of indirect interest to students in two or three other colleges. Each course during the past year has had approximately 250 students every semester.

The College of Business Administration, during the past biennium, has made two or three slight revisions in its curricula. It has increased the number of hours in the Business Administration Curriculum Proper from 60 to 66. In the Curriculum in Combination with Law, the number of hours has been increased to 70. Hitherto, the number of hours in each curriculum has been too small. This was particularly true of the Curriculum in Combination with Law. To finish this curriculum, students after graduating from the General College must spend one year and one summer term in the College of Business Administration. Of the 70 hours required, 42 are in business administration and 28 are in law. After a student completes the 42 hours in the College of Business Administration, he enters the College of Law. When he finishes one year in that College (28 hours and 28 honor points), he may secure the Bachelor of Science in Business Administration.

Several permanent changes have occurred in the faculty of the College of Business Administration during the past biennium. Two new staff members were added at the beginning of the past year. John B. McFerrin, Ph.D., University of North Carolina, was appointed Assistant Professor of Economics; and Roy Purvis, B.S.B.A., C.P.A., was appointed Instructor in Accounting. In February, 1938, Purvis was made Auditor of the State Board of Control. In his place, Wesley Fly, B.S.B.A., University of Florida, was appointed. Dr. W. T. Hicks, at the beginning of last year, resigned to become economist for the United States Forestry Service. In his place Dr. Kenneth Dameron of Ohio State University was appointed for the first semester as visiting professor. At the beginning of the second semester, Oscar E. Heskin, Ph.D., University of Minnesota, was permanently appointed as Assistant Professor of Economics and Marketing. Professor James E. Chase, during the past year, was given a leave of absence to complete his doctor's degree at the University of Chicago. Charles M. Anderson was appointed acting assistant professor in his place.

The faculty members of the College of Business Administration, during the past two years, have engaged in many activities looking toward their professional improvement. Five faculty members have completed books. Several other faculty members have written scientific articles of various kinds. An increasing number of

faculty members have appeared as special lecturers both in and out of the state. On the whole, the faculty of the College of Business Administration has rapidly improved both in character and in distinctiveness. At present there are six professors, four associate professors, six assistant professors, and one instructor. Of the seventeen, there are ten with doctor's degrees, five with master's degrees, and only two with bachelor's degrees. Of the two with bachelor's degrees, one has completed all the residence work for a doctor's degree. Of the five with master's degrees, one has a degree in law, one will soon have his doctor's degree, and the other three have had three or more years of graduate training.

The Bureau of Economic and Business Research has continued to function in a limited way during the past biennium. If that Bureau were adequately financed, it could be of great service to the business interests of the state. It has never had sufficient funds to operate in any large way. It has hardly been more than a paper organization. The needs of Florida for economic facts are increasing. No longer can either the economic system of the state or particular business enterprises function on the basis of fancies and opinions. They must have the facts, all of the facts, and then act thereon. The Bureau of Economic and Business Research, if provided with funds, could gather the facts, interpret them and participate in the working out of sound individual as well as state-wide industrial and commercial programs.

The College of Business Administration has made unusual progress in the field of accounting. Enrollment of students in courses in this field has increased with great rapidity. While standards have been kept high, each year has seen an increased number of students pouring into these courses. There are three full-time men teaching such courses. Two of them have C.P.A.'s—the professional equivalents of doctor's degrees. One has a doctor's degree. Until one of the instructors resigned to become Auditor of the State Board of Control, there were three C.P.A.'s on the staff. While his successor does not have a C.P.A., he will probably have one by the end of the next academic year.

The needs of the College of Business Administration are of two varieties: First, needs pertaining to personnel; and second, needs pertaining to quarters. As has already been indicated, increased numbers of students have greatly increased teaching loads. Additional personnel will be needed during the next biennium to carry these increased loads. At least one assistant professor, one instructor, and four graduate assistants must be added. In 1932, when it was necessary to cut budgets, the College of Business Administration had to eliminate its graduate assistants. At that time there were four. During the next biennium it is imperative that these graduate assistants be restored. Their restoration will not only greatly facilitate the development of graduate work, but will also provide some relief, through the reading of papers and otherwise from the heavy teaching loads of faculty members.

The College of Business Administration has reached the point where it needs to expand its graduate program. It has not been able to push this department of its work in the past. So many undergraduate students have come to us that we have been forced to concentrate on our undergraduate program. That program has been brought to a fair degree of perfection, but we cannot stop there. It is necessary that we go further; we must embark on and develop a graduate program that will be equal to our undergraduate program. To achieve this end, additional faculty members and graduate assistants, as well as continued expenditures for library facilities, must be forthcoming.

It is imperative that the salaries of faculty members in the College of Business Administration be increased at the beginning of the next biennium. At present,

existing salaries are low and teaching loads are high. These loads must be reduced and salaries must be raised. Most of our staff members are young men. With the exception of the Dean, all of them are under forty years of age. They have come to us fresh from graduate schools. It is highly necessary that they be encouraged by increases in salaries and by promotions, if opportunity is to be given to them to make of themselves what they want to become and at the same time to assist in making the College of Business Administration what the University of Florida wants it to become.

I wish to renew the recommendation which I have made in several former biennial reports, concerning our needs for new quarters. Even though the College of Business Administration was established twelve years ago, it has never had a building of its own. The Dean's offices and certain classrooms and offices for certain faculty members are in Language Hall; whereas the remainder of our quarters are in Science Hall and Peabody Hall. This separation of quarters interferes greatly with our efficiency both in instruction and in administration. The quarters assigned to us have always been woefully inadequate. Almost every semester we lose the first week by shifting classes from rooms that are too small to larger rooms. We should have a building especially adapted to our needs where we can concentrate all our activities. A building of our own would not only meet the urgent expanding demands of the College of Business Administration, but it would also relieve the pressure upon existing buildings. New quarters for us would mean larger quarters greatly needed by other divisions and departments.

Respectfully submitted,

WALTER J. MATHERLY, *Dean.*

REPORT OF THE DEAN OF THE COLLEGE OF ENGINEERING

To the President of the University,

SIR: I have the honor to submit to you the following report of the College of Engineering of the University of Florida for the biennium June 30, 1936, to June 30, 1938.

Outstanding, even to the casual observer, is the excellent *esprit de corps* that exists in the College of Engineering among students and faculty, and the close co-operation that occurs with the alumni and the industries of the state. This is as it should be in a professional school that has for its main purpose the training of men for a life of service. An engineering education would fail in one of its most important functions if it did not inculcate in the student an ability to work harmoniously side by side with his fellow man.

Particular attention should be called to the work of the students in connection with the Engineers' Fairs, which were again put on in 1937 and 1938. We were particularly honored this year in having as our guest the Governor of our state on this occasion. There have been many new exhibits and probably the attendance at each of these fairs has been well over 4,000. This activity was made possible only by the close co-operation of the students through their professional and honor societies.

It has been interesting to note that in spite of the unsettled economic conditions the students graduated in engineering are employed. We know of less than five per cent of our graduates who are today unemployed or who are working for relief agencies.

Many gifts were received during the past two years. For the most part these have come from the United States Government, through Works Progress Administration and the Navy Department. Many industries, including the Western Electric Company, the General Electric Company, the Public Service Electric and Gas Company of New Jersey, and several of the industries of Florida have contributed valuable apparatus, bringing about improved laboratories.

A friend of the University, who requests that he remain anonymous, has established a $100 loan fund in memory of Dr. J. R. Benton, who held the position of Dean of the College of Engineering from the establishment of the College until his death in 1930. This loan fund is to be used primarily for assisting needy students during their junior and senior years.

A similar loan fund established in memory of the late Dr. John A. Murphree has assisted thirty-one students during the past eight years.

In 1937 a committee of the Engineers' Council for Professional Development visited the University of Florida and studied the curricula and facilities of the College of Engineering. On the basis of this investigation the curricula in civil, electrical, industrial, and mechanical engineering were approved. The curriculum in mechanical engineering was provisionally accredited, subject to the installation of additional equipment. Most of this has now been obtained. In addition to other recommendations which were made by the visiting committee, the lack of sufficient space in our laboratories was forcefully brought to our attention.

During the past year, the College of Engineering abolished the degree of Bachelor of Engineering Science, which has been offered during the past two years. The nomenclature of the other degrees awarded has been changed in accordance with recommendations made by the Engineers' Council for Professional Development. The degree as now conferred is Bachelor of Civil Engineering, instead of Bachelor of Science in Civil Engineering; similar changes in the other degrees have been made.

In this technological age many come to college desiring an engineering education who do not feel that they ever will practice the engineering profession. Well-balanced engineering curricula should, therefore, enable these men to prepare themselves for useful citizenship and for service in many vocational fields after graduation.

Furthermore, the engineering profession has for many years recognized the importance of emphasizing certain non-technical subjects in engineering education. More and more does the engineering educator believe that it is not the purpose of the engineering college to train men as technicians, but rather, that curricula must be designed broadly to educate men properly into a modern profession. This seems to be the present trend in engineering education. The Society for the Promotion of Engineering Education had for its general theme at its 1938 convention "The Cultural and Professional Phases in Engineering Education."

The College of Engineering of the University of Florida during the past few years has made many changes in its curricula. These changes have not produced a decrease in the amount of technical information basic to professional engineering, nor have courses considered fundamental to the profession been omitted. In the new curricula, however, there is a marked decrease in courses which were formerly used to develop manual dexterity and also in courses which might be considered as highly specialized branches of engineering. Our present curricula are planned in the belief that the successful engineer of today must not only know how to handle materials but must also know how to handle men and money as well.

In general, unless students of engineering receive an understanding of the basic

principles of sociology and economics, and unless they receive an education which will enable them to associate and be at ease with men of other professions, they cannot be successful in their chosen profession. Our new curricula, therefore, build upon the broad educational foundation received in the General College and not only give technical training, but also enable the students to elect courses which round out their technical training so that they become educated men rather than technicians.

Considerable attention has also been paid during the past year to the organization and content of the courses which constitute the curricula for the various degrees offered. More consideration is being paid to the technique of instruction in these courses so that the student's achievement can be more adequately measured. Emphasis is being placed on accomplishment rather than on mere classroom attendance. Furthermore, in many of the courses, particularly those in drawing and in laboratory work, an effort is being made to develop methods so that superior students may progress more rapidly than others. It is expected that this will result in instructors being able to give more time to students who need additional individual attention and that superior students will be encouraged to take an advanced type of work which should be more beneficial and certainly more interesting to them. During the coming year more study will be given these various phases of engineering teaching.

It is the policy of the College of Engineering to do a few things well rather than to extend itself into many fields. Therefore, while there have been demands for many new courses, the College has felt that it is more important to develop the existing courses than to attempt to inaugurate new ones. Although new courses in photography have been added, this was done primarily to serve other branches of the University rather than the College of Engineering.

In 1936, the Florida Industries' Co-operative Plan was established. Much progress has been made in this course, and it has received much favorable attention not only from the various industries of Florida but also from engineering educators in general. At the present time there are eleven industries co-operating with the University of Florida and thirty-six students are enrolled.

Short courses were given for metermen and radio service men in 1937, and for meterman in 1938. These courses were well attended and many requests have been received for their repetition.

The Summer Camp Surveying which has been required of the Civil Engineering students since 1935 is progressing very satisfactorily. The more intensive work which can be done by bringing to the campus for a period of six weeks those students directly interested in this phase of engineering and letting them work under conditions similar to those ordinarily found in engineering practice is producing very much better results than formerly resulted under ordinary classroom conditions during the regular teaching year.

There have been several changes in plant facilities. The new Hydraulic Laboratory is rapidly nearing completion. This laboratory when equipped will be one of the outstanding laboratories of its type in the nation. It was made possible by the Works Progress Administration and the state road department. Furthermore, it will give to the state of Florida facilities which have never been available before for conducting tests pertaining to hydrological problems, beach erosion, drainage, filtration, and other problems pertaining to the flow of water.

The electronics division of the Electrical Engineering Department now has a very excellent laboratory. This has been built up almost entirely through assistance received from various governmental agencies, particularly the United States Navy

Department, the United States Weather Bureau, and the Works Progress Administration.

During the past year the Works Progress Administration has made it possible to make improvements on the 11th floor of the Seagle Building, and it is here that apparatus necessary for the experimental work in the location of hurricanes is being constructed. It is regretted that funds are no longer available for actively continuing this experimental program.

Many of the exhibits which have been used during the annual Engineers' Fair have been constructed on a permanent basis and now are available for inspection by visitors to the Seagle Building. Here, also, experimental work in television is conducted and experiments in the general field of electronics are being carried on.

Additional equipment has been secured for the Mechanical Engineering Department. A mezzanine floor has been built and the general laboratory has been improved.

The Photographic Laboratory has not only been of value in connection with courses of instruction, but also has been of outstanding service in making its facilities available to other departments of the University.

In May, 1937, Dean Blake R. Van Leer resigned from his position as Dean of the College and Director of the Engineering Experiment Station, and Joseph Weil, Head of the Electrical Engineering Department, was then selected to fill the vacancy, the appointment being made permanent in March, 1938.

Professor G. O. Phelps was appointed Instructor in Industrial Engineering for the year 1937-38 and has now been made Assistant Professor in this department.

Professor N. C. Ebaugh has written a book on thermodynamics which has received much favor. Professors W. W. Finneren and S. P. Sathoff have presented papers before engineering societies. Other members of the faculty have also been called upon for talks before various organizations.

Faculty members have received many honors. They have served as officers and on important committees and have taken an important part in the activities of the state and national engineering societies. Three members of the faculty (Sawyer, Thompson, and Jones) have received their Master's degrees during the past two years. Two members of the faculty (Finneren and Weil) have been appointed by the Governor to serve as members of the State Board of Engineering Examiners.

In connection with campus engineering problems, material assistance has been given by Professor Ebaugh and Professor Wilson.

Professor Sathoff has contributed a great deal in the design of the electronics equipment. Professor Lowe has worked diligently on the design of the Hydraulic Laboratory. Other members of the faculty have assisted in making possible some of the new improvements which appear on the campus, such as the Chemistry Building addition, the floodlighting of the stadium, sprinkler system, and improvements at the stadium. Many of the faculty have co-operated with industrial concerns in attempting to find solutions to several industrial and engineering problems.

ENGINEERING EXPERIMENT STATION

While the Engineering Experiment Station has received no funds from the state for its operation, it nevertheless has been engaged in some work. It has been called upon for consultation and experimentation and the faculty have assisted to the limit of their available time.

Two bulletins were issued during the past two years: one on the *Locating of Tropical Storms by Means of Associated Static*, and the other on a *Study of Beach Conditions at Daytona Beach, Florida, and Vicinity*.

The faculty of the College of Engineering has co-operated with many branches of the State and Federal Government in furnishing engineering services. It has also assisted the University authorities in securing several Works Progress Administration grants and in the construction of these projects. These include during the past two years the following on the campus of the University of Florida:

1. The Hydraulic Laboratory
2. The Chemistry Building Addition
3. The Stadium Floodlights
4. Improvement of Recreation Facilities
5. Installation of Sprinkler System
6. Development of Hurricane Location Apparatus
7. Completion of Underground Electrical System

Other projects in which the College of Engineering has assisted are the Statewide Mapping Project and the Statewide Radio Network for Aviation of the Works Progress Administration.

Research activities have been carried on in the fields of electronics and air conditioning. As a result of this work papers have been presented before state and national societies, and bulletins for publication are now being prepared.

The industrial development of Florida would unquestionably be accelerated materially by the establishment of an adequate Engineering Experiment Station. Engineering Research differs from all other types of research in that it makes available in the immediate present the results of its efforts. It is a known fact that the stock holders of many large organizations receive dividends primarily on the basis of developments of the research laboratories of big business. Similarly, would not the tax payers and the small industries of Florida secure material dividends and benefits through a state operated engineering experiment station? Research workers would be able to study Florida's resources in an attempt to utilize Florida materials in the development of products and in the formation of new industries unique to Florida. From a single discovery in such a laboratory, there may result financial gain far greater than the total appropriations which might be made for years to come. The Engineering Experiment Station would give impetus to the industrialization of our state; as such it would help every citizen, but particularly would it help the agriculturist and the engineer.

RECOMMENDATIONS

1. As soon as possible the Department of Chemical Engineering should be made physically and academically a part of the College of Engineering. Until this is done we cannot function as a well integrated unit.

2. An outstanding need of the state of Florida and the College of Engineering is an adequate Engineering Experiment Station with its accompanying research workers, equipment, and laboratories. Forty thousand dollars ($40,000) per year expended primarily for the employment of expert research workers in engineering should be made available. Such an investment would return dividends far beyond reasonable anticipation.

3. It is expected that through proposed new construction the difficulties due to our present over-crowded conditions will be obviated. Many members of our staff are underpaid and many are seriously over-loaded. It is recommended that as soon as possible this be corrected.

Respectfully submitted,

JOSEPH WEIL, *Dean*

REPORT OF THE DEAN OF THE COLLEGE OF LAW

To the President of the University.

SIR: The two years since my last report have been a period of good teaching and effective functioning for the College of Law. In a school unhampered by excessive enrollment there can be more personal contacts promotive of better professional outlooks, prides, and traditions. It is pleasing to observe throughout the country a growing acceptance of the idea of smaller and better law schools, not bigger and noisier ones. It is pleasing also to note from current legal writings a wider acceptance of certain fundamental principles upon which our work has been based; for example, the slow and confining nature of the exclusive case system of instruction, the emphasis of substantive law to the neglect of procedural law, and the unhappy confinement of undergraduate study to a small part of the legal field, due to the elimination of shorter courses, are being questioned as we have questioned them. Gratifying as this may be, the faculty is not omitting to consider curriculum adjustments that might prove beneficial; and the summer session furnishes an opportunity to try out new courses.

ATTENDANCE AND DEGREES

During the regular session of 1936-37 we enrolled 35 law students in the first year class, 32 in the second year class, and 48 in the third year class, a total of 135, which was 4.4% of the total University enrollment. The following year we had 73 law students in the first year class, 40 in the second year class, and 30 in the third year class, a total of 143, which was 4.36% of the total University enrollment. While we gained eight students, our percentage of growth was less than that of the University as a whole. Among the state university law schools of the eastern section of the Southern states (North Carolina, South Carolina, Georgia, Alabama, Mississippi, and Florida), in 1936-37 our attendance held fourth place; in 1937-38, second place. Law school attendance in the United States reached its peak in 1929 and since has been steadily decreasing. We are not relatively a small law school; yet when our attendance is compared with that of some of the larger law schools for 1937-38 (*e.g.*, Michigan, 616; Texas, 753; George Washington, 966; New York University, 1,015; Harvard, 1,390), there is no reasonable basis for the thought that an undue number are studying law in Florida. Comparison of the total law school attendance in the state of Florida with that in other states strikingly confirms this statement. In the United States for 1937-38, the total registration in non-Association law schools exceeds that in the Association schools whereas in Florida the registration in Association schools is almost double that in others.

For the season of 1936-37, there were 15 law graduates the first semester, 32 the second semester, and 5 in the summer, a total of 52. The following year 3 graduated the first semester, 19 the second semester, and there are 6 candidates for degrees this summer.

FACULTY

The faculty of six men remains unchanged. They are members of many important University committees. They have served, too, on committees of the Association of American Law Schools and the American Bar Association. Also, as a part of their duties, legal opinions have been given to various University officials and law alumni. During each of the past two years law lectures have been given in the short course conducted for the fish and game wardens of the State. The faculty has met in joint

session with the State Board of Law Examiners. Upon request the faculty has made recommendations in reference to the new rule adopted by the Supreme Court for bar examinations. Professor Day has contributed a chapter to the Sixth Yearbook of School Law; he also has written an Outline of Property designed especially for use here, but which has attracted favorable attention elsewhere. Adrian College has given Professor Crandall the honorary degree of LL.D.

STUDENTS AND ALUMNI

Our students have continued to be outstanding in campus achievements. Law men for the past two years have held the presidency of the student body, the presidency of Blue Key, and the general chairmanship of Homecoming. The John Marshall Debating Club for the third consecutive time has won the intersociety debating cup and ended a contest that has raged for almost a quarter of a century.

The fine spirit of our students is illustrated by the inauguration by the Class of 1938 of a loan fund for needy and meritorious law students; and it is hoped that this gift will increase by further contributions to proportions of substantial usefulness.

The two law fraternities have brought many distinguished men to the University, including both United States Senators from Florida. Lectures by our alumni have included consideration of the jury system by Judge H. L. Sebring, social security by J. C. French, and title insurance by Hart McKillop.

At the close of the regular session in May, 1938, 1007 students had graduated from the College since its organization. Most of them have remained in Florida, ranking high in the professional and judicial life of the state. Those who have left Florida have been remarkably successful in passing the bar examinations of other states. Few, if any, law graduates have been unemployed for any substantial period of time. During the past biennium R. E. Sadler, Law '34, has compiled *Patent Forms and Cases on Patent Law*, and W. E. Arnow, Law '33, has annotated *Rules and Practice for the Government of Courts of Florida*.

HONORS AND PRIZES

Sufficient prizes to stimulate every one are open to law students. In 1937 the Redfearn prize was won by Walter W. Woolfolk of Lake Wales; in 1938 by Paul Helliwell of Tampa. The topic for 1939 is: "Should the Pre-Trial Procedure in the New Federal Rules be Adopted in State Practice?" The first year prize of the Harrison Company was won in 1937 by Guy Race; in 1938 by S. O. Carson. The senior prize offered by this Company was won in 1937 by Arnold Ross; in 1938 by Fred S. Gilbert, Jr. Perhaps the most attractive of other available prizes is the one of $100 offered, as a memorial to the late Nathan Burkan, by the American Society of Composers, Authors, and Publishers.

LIBRARY

The library today plays an increasingly greater part in a law school. July 1, 1938, our library had 12,825 volumes. Compared with 432,000 volumes at Harvard and 204,000 at Columbia, our library is indeed small; yet small as it is, lack of library space has been for years one of our most difficult problems. Our books, however, have been well selected. N.Y.A. assistance has enabled us to keep them in good condition; and students have been taught to use them. Perhaps the most conspicuous of our book additions, fully meeting the requirements of the Association of American Law Schools, are the statutes of Connecticut, Delaware, Georgia, Kansas, Kentucky, Illinois, Iowa, Maine, Massachusetts, Michigan, Minnesota, Mississippi, Missouri,

Nebraska, New York, North Carolina, Ohio, South Dakota, Tennessee, Texas, Utah, Vermont, and Virginia.

In 1936-37 we began card cataloging the law library, the work being done by Stanley West with the co-operation of the General Library. The law librarian of Columbia calls Mr. West "one of the best prospects as a law librarian whom I have seen for years." We have employed him as librarian, he having turned down an offer of twice what we pay him here. He also can aid us in certain statistical studies and later in a slight amount of teaching. This is real progress in the development and maintenance of an effective library service.

The library will continue to enjoy the oversight of Mrs. Ila R. Pridgen, whose extraordinary skill therein has greatly increased its effectiveness and multiplied its use. She will direct, too, the statistical studies whereby our work and the standing of our students will be better shown. She will more closely check the work and courses of students and assume a greater portion of administrative details for which her talents and knowledge of the law especially fit her, and for these reasons I recommend that her title be changed to that of executive secretary.

BUILDING IMPROVEMENTS

The Law Building, constructed twenty-four years ago, has long been, as often reported, inadequate for our needs. Recently structural defects appeared, walls cracked, and floors weighted with books sagged badly. Some repairs have been made, foundations strengthened, a floor covering laid in the main library, and lights and book stacks rearranged. At this writing efforts are being made to secure federal aid for the construction of a fire-proof library annex and some alterations of the old building. Such improvements will give us greatly needed relief, and it is earnestly hoped that they will soon materialize. A small allowance for replacement of worn out furnishing and equipment and for other needed assistance is included in our budget request for the next biennium.

Respectfully submitted,

HARRY R. TRUELER, *Dean*

REPORT OF THE DEAN OF THE COLLEGE OF EDUCATION

To the President of the University,

SIR: I have the honor to submit herewith my report of the College of Education for the biennium ending June 30, 1938.

Fifteen or twenty years ago, those expecting to go into teaching were certificate minded. That is, their interest at the time was concerned with the state teachers' examinations for first, second, and third grade certificates. Few were interested in degrees, or even in a college education. At that time students, especially those in the Summer Session, busied themselves with preparation for the state teachers' examinations.

This period passed, and we ceased to offer courses designed to prepare for the examinations. A new period came, in the late twenties and early thirties. Students became interested in the two-year degree called the Normal Diploma. Numbers of these were granted each year, but not yet had the bachelor's degree become prominent on graduation day.

This period is now passing, and today more bachelor's degrees are granted than

Normal Diplomas. Since January 1, 1937, the Normal Diplomas have numbered 123, the bachelor's degrees 169. It seems that those preparing to be teachers are becoming degree conscious.

This, then, seems to be the trend, and it would seem reasonable to expect that within ten years the bachelor's degree will be a requirement in all of our high schools and in many of our elementary schools. With this experience in mind it would seem wise, therefore, to take a long view of possible development in the field of teacher education.

It seems certain that this upward trend will continue, and is even now under way. For the number of graduate students, as pointed out in the report of the director of the Summer Session, is rapidly increasing. In 1934, there were 96 registrations in the Summer Session; in 1938 there were 497. At least 80 per cent of these are now teachers in service or plan to be teachers. Even in the winter session, when our Summer Session students are employed, more than twice as many students major in Education as in any other department. We may certainly expect a thousand or more graduate students majoring in Education within five or ten years if we can only be wise in our course offerings and other provisions for graduate study. As pointed out in the report of the director of the Summer Session, these are our most advanced teachers, principals, and supervisors. These are the ones who plan to stay in teaching, the ones through whom we must build a profession of education, if it is to be done.

The great problem of the College of Education in the near future will, therefore, it seems certain, be to capitalize the opportunities offered us in the advanced study of the problems of education in the junior, senior, and post-graduate years. We should move as expeditiously as possible toward this goal.

ORGANIZATION

The work of the College of Education may be listed under six headings:

I. Instruction:
   1. Education
   2. Agricultural Education
   3. Health and Physical Education
   4. Industrial Arts Education
   5. Business Education
II. Bureau of Educational Research
III. Laboratory School
IV. Employment Bureau
V. High School Visitation
VI. Doe Museum

INSTRUCTION

The purpose of the department of Education, as its name indicates, is to teach courses in education. These courses are designed to prepare students to teach the general, non-specialized, subjects such as English, history, mathematics, and the like, in elementary and secondary schools.

The purpose of Agricultural Education is specialized and designed to do one task only, namely, to prepare teachers of vocational agriculture for Smith-Hughes schools. This department, in addition to teaching its courses, has numerous contacts with the schools and communities of the state. Two members of the department devote their entire time to itinerant teacher training, visiting every teacher of vocational agriculture in Florida several times during the year. One member devotes his time mainly to teaching college courses in Agricultural Education, another member teaches vocational agriculture in the Laboratory School, and a fifth member gives most of his time to supervised student teaching and the development of day and evening classes

in communities near enough to the University to make such work possible. The work of this department has been greatly extended and seemingly improved during the past biennium.

The department of Health and Physical Education has as its purpose the development of the play and recreational facilities of the public schools, including the development of health. In this department the methods of teaching and the subject matter of teaching are perhaps more closely bound together than in any other department of the college. Theory is studied in the classroom and immediately following an attempt is made to put this theory into practice on the playground, using the Laboratory School and other facilities of the city. This department is co-operating with the State Department of Public Instruction in working out a program for elementary and high schools of Florida.

Recently the College started a venture that it is hoped will prove of much benefit to the schools of the state, namely, the development of industrial arts. Until quite recently, at least 91 per cent of the teachers of industrial arts in Florida had to be brought in from other states. An attempt is being made to develop some of our own young men to do this work, and the number of those interested has been increasing during the biennium. Before long a number will be prepared to undertake this work in the schools of the state. In addition to this work the department is constantly being called upon by the high schools of the state to assist with the inauguration and development of industrial arts work. In this way the college is already rendering a direct service to the schools of Florida even before the first students to register for this work have been graduated and have taken their places in the schools.

In the department of Business Education teachers of the business subjects are being prepared. Just as we have seen what other departments are doing, so we see that this department is also rendering assistance to schools in the establishment and the development of classes in business education.

Thus it seems that the college, through its various departments, is rendering a service to the state far in excess of the mere preparation of students for teaching.

BUREAU OF EDUCATIONAL RESEARCH

In order that the college may at all times be ready to lend assistance to the cause of Education, a few years ago the Bureau of Educational Research was established. The director of the Bureau reports that more than thirty-five projects are either completed or are now under way. So far as possible the Bureau is making its findings available to the school people of the state. Problems pertaining to curriculum materials, economic status of teachers, supervision, and similar subjects have been undertaken. Perhaps the most ambitious project of the Bureau is a "Longtime Study of Child Growth and Development." This is being done in co-operation with five other laboratory schools, namely, those of William and Mary College, the Georgia State College for Women, and the universities of Michigan, West Virginia, and Kentucky. It is planned to make this study over a period of twelve years to determine whether or not these laboratory schools are realizing their objectives. This has been to some extent subsidized by the General Education Board, though the schools themselves are bearing most of the expense of the actual investigation.

THE LABORATORY SCHOOL

The Laboratory School, as its name indicates, is used by the College of Education as a laboratory for study, investigation and experimentation in the field of education. The kinds of service rendered may be divided into two parts: (1) service to students in the College of Education and (2) service to school people of this and other states.

(1) *Service to Students:* Students who are preparing to become teachers may observe in the school the best practices in schoolroom procedure that it has been possible to develop, and they may themselves take advantage of the opportunities offered to do practice teaching under the guidance of experienced supervisors. In this way students are able to bring theory and practice much more closely together than was formerly the case, when during their four years in college they were in classes in the theory of education but had to wait until they were graduated for adequate practice in teaching.

(2) *Service to School People:* The service that is rendered to school people is of many kinds:

(a) Studies are constantly being made both by students and faculty members. The more significant of these studies are then made available either in printed or in mimeographed form to teachers in service. Included among such studies so far completed are: *Creative Music, An Integrated Program in the Primary Grades, Creative Verse,* and *Creative Writing.*

(b) Several times during the year the school is operated on Saturdays so that those who wish to visit the school to observe it in operation may do so. During the biennium just closed from fifteen hundred to two thousand people, mostly teachers, have visited the school one or more times. The benefit received by these visitors is evident by letters received from them and by requests for available literature. The policy of the school from the beginning has been first, to discover the truth, and, second, to make it available to others.

(c) It is the policy of the school to lend members of its staff, where possible, to other schools or other agencies. During the year 1937-8, two of the faculty were away on leave in service at other places in the educational system; one member acted as elementary supervisor for the schools of Jackson County, Florida, and another served on the faculty of Mary Hardin-Baylor College, Belton, Texas. Several members of the staff have at various times taught in summer schools in other parts of the country.

(d) Sundry activities: The staff of the school have participated in many activities aside from their classroom duties. They have met more than 140 speaking engagements; they have served on numerous state and national committees; they have represented the College of Education at twenty-two different conventions one or more times; they have answered many requests for information on the work of the school; and, finally, they have written a score or more of articles for educational magazines.

At present the Laboratory School is co-operating with the State Department of Public Instruction in two ways:

(1) In September of the current year, in co-operation with the State Department, a study of curriculum problems will be initiated and later the results of this investigation will be tried out in various schools in other parts of the state. It is hoped that eventually these curriculum studies will be of benefit to all schools in Florida.

(2) The State Department of Public Instruction, in the fall of 1937, asked the Laboratory School to co-operate with them in developing the library facilities and practices of the state. The regular librarian was, therefore, released from part of her duties in the school in order that she might devote about half of her time to service in the schools of the state. This service was rendered in co-operation with the State Department.

EMPLOYMENT BUREAU

The Employment Bureau is operated throughout the year for the benefit of students who are graduating or who are unemployed, and for the benefit of the school people of the state who need teachers. This is a constant service which the college has maintained for many years, without charge either to employers or to those placed.

HIGH SCHOOL VISITATION

Our high school visitor has for almost twenty years now, served as chairman of the State Committee of the Southern Association of Secondary Schools. Through this agency the college has kept in close contact with the schools of Florida and has rendered a great deal of service in standardizing their work.

THE DOE MUSEUM

The Doe Museum, composed largely of birds and eggs, is housed on the third floor of the Yonge Building and has become a valuable aid in the activities of the Laboratory School. Classes are frequently held in the museum and pupils from nearby schools have on a number of occasions visited it. Recently the St. Petersburg Historical Society sent its officers on a tour of inspection to obtain ideas for their own

museum. During the course of the year many visitors from all parts of the United States are received. Although the museum is already crowded, nevertheless new specimens are constantly being added, notably during the past year a display of butterflies and moths and a collection of Florida sea shells.

ADVANCED STUDY BY FACULTY MEMBERS

It is the policy of the faculty of the College of Education and of the Laboratory School to have some of its members away on leave of absence in order to keep the whole staff abreast with the thinking that is being done along educational lines. Many of the staff, too numerous to mention by name, have at one time or another been away on leave during the biennium. Twelve of them have taken advanced degrees. It seems to be certain that this policy of continued study will be very potent in the advancement of the program of the college.

CONCLUSION

It is planned to continue the services enumerated above and to extend them where possible. As we look back over the twenty-five years of service which the College of Education has rendered to the state, there is cause for much satisfaction. In all parts of the state the graduates of the college are serving as principals, supervisors, college professors, and officials in the State Department of Public Instruction. And the teachers who have had instruction in the college now run into the thousands.

We hope that the future may see a great increase in the service which may be rendered.

Respectfully submitted,

J. W. NORMAN, *Dean*

REPORT OF THE DIRECTOR OF THE SUMMER SESSION

To the President of the University,

SIR: I have the honor to submit herewith my report of the Summer Sessions for the biennium ending June 30, 1938.

INCREASE IN ENROLLMENT

The enrollment in the Summer Session of 1934, the last year in which an eight weeks' term was held, was 1,275. In 1935, the first year in which two terms were offered, 1,328 were enrolled the first term (a number that was slightly more than the year before), and 804 were enrolled for the second term. This gives the total number of registrations for the two terms of 2,132. Of this number, 130 were registered in both terms. Thus we see that 1,402 different persons were served by the Summer Session that year.

This upward trend has continued to the present. In 1937 there were 1,783 registered in the first term and 1,204 the second, a total number of registrations of 2,987. Of this number 851 were registered in both terms, leaving a total of 2,136 different persons served by the Summer Session.

The first term of 1938 showed a similar increase, there being 1,990 registered in the first term and 1,356 the second, a total of 3,346 for the two terms. Of this number 964 attended both terms, leaving a total of 2,392 different persons in attendance during the session.

Thus we see that the total number of registrations has increased from 1,275 in

1934 to 3,346 in 1938, or a total increase of 2,071 within the five-year period from 1934 to 1938. The following table shows the enrollment in detail:

TABLE I.

INCREASE IN ENROLLMENT IN THE SUMMER SESSION OVER A FIVE-YEAR PERIOD

1934—1938

Year	Registration First Term	Registration Second Term	Total	Total Number Persons Served
1934	1,275	*	1,275	1,275
1935	1,228	904	2,132	1,692
1936	1,428	907	2,335	1,708
1937	1,783	1,204	2,987	2,136
1938	1,990	1,356	3,346	2,392

* Last year of a single term.

INCREASE IN ENROLLMENT IN GRADUATE SCHOOL

The enrollment in the Graduate School has shown an even larger percentage of increase. In 1934, 96 persons were enrolled in the Graduate School. In 1935 there were 148 enrolled in both terms; in 1937 there were 394, and in 1938, 497, an increase of 401 in the five-year period. The following table shows the enrollment in the Graduate School in detail:

TABLE II.

INCREASE IN GRADUATE SCHOOL ENROLLMENT IN THE SUMMER SESSION OVER A FIVE-YEAR PERIOD 1934—1938

Year	Registration First Term	Registration Second Term	Total	Total Number Persons Served
1934	96	*	96	96
1935	116	32	148	119
1936	119	120	239	180
1937	212	182	394	292
1938	265	232	497	†

* Last year of a single term.
† Figures not yet compiled.

It is manifest that this increase in enrollment affords a great opportunity. At the same time, it constitutes a major problem. A large majority of those who enroll in the Summer Session are teachers or those who plan to go into teaching. A still larger proportion, perhaps as high as 80 per cent, of those enrolled in the Graduate School are teachers. These are our most advanced teachers, supervisors, and principals; these are the ones who plan to stay in teaching—the ones through whom we must build a profession of education if it is to be done. It would be a calamity if we should fail to recognize our opportunity, or fail to meet it after it has been seen.

This increase in enrollment, it is believed, is due to the fact that there has been much improvement in the general situation during the summer. Regulations in the Graduate School have been greatly improved; a lecture series has been offered each summer of the biennium, for which we have been able to secure outstanding lecturers; it has been possible to bring to the Summer Session some of the prominent teachers from institutions like Teachers College, Columbia University, especially in the field of elementary education. It is obvious, also, that the teachers of the state are degree minded and are making every effort possible to secure advanced degrees.

SCHOOL OF TRADE AND INDUSTRIAL EDUCATION

In April of this year the University of Florida, in co-operation with the State Department of Public Instruction, announced the first session of the School of Trade and Industrial Education. This school is part of the University of Florida

Summer Session and confines its offerings to subjects pertinent to trade and industrial education. The school was held at Daytona Beach, from June 13 to July 22. It was planned for the most part by Robert D. Dolley, State Supervisor of Trade and Industrial Education, representing the State Department, and the Director of the Summer Session, representing the University of Florida.

While the school was held in Florida, it was planned to serve the entire South. The organization of schools in special subjects to serve a larger area than a single state is in line with the best thought at the present time. For it is realized that there are some specialized fields in which those interested are so few that most of our states would not be justified in establishing schools to serve them. By establishing a school in one center and all states co-operating to make it a success, the venture would prove to be feasible. This is exactly the reason for the opening of the School of Trade and Industrial Education at Daytona Beach. By doing it in this way a comprehensive group of courses could be offered and at the same time a high class faculty could be employed to offer them.

From all reports, the school was an outstanding success. There were 212 registered in the first term of three weeks, and 192 in the second term of three weeks. Students were enrolled from all states in the South. The state supervisors of trade and industrial education in the Southern Region, headed by C. E. Rakestraw, Southern Regional Agent of the U. S. Office of Education, served as a supervisory committee, and from all indications they were well pleased with the venture. It is confidently believed that not fewer than 400 will avail themselves of these opportunities if offered another year. Thus we see that the University of Florida and the State Department of Public Instruction have an opportunity of serving an entire region in an effective manner. It is recommended that the school be continued another year.

Respectfully submitted,

J. W. NORMAN, *Director*

REPORT OF THE DIRECTOR OF THE SCHOOL OF ARCHITECTURE AND ALLIED ARTS

To the President of the University.

SIR: I submit herewith the biennial report of the School of Architecture and Allied Arts for the period ending June 30, 1938.

CURRICULA

The revised curricula as reported fully in the biennial report ending June 30, 1936, has not been altered and has met with the success which we then anticipated. Furthermore, we have evidence that other schools of architecture consider our project method a forward step in architectural education, and this division of the University has been put in a leading position, thereby, in the United States.

PROBLEMS AND PROJECTS

As teaching is of major importance an effort has been made this biennium to draw the faculty together in a common objective. The method used is to have the entire faculty—in a group—judge the designs of the students of each instructor. The group also votes the student's grade. This procedure arouses discussion as to methods and objectives, and where a friendly spirit prevails great benefits are derived. Students are anxious to receive the results of faculty group criticism, and we believe there is

more professional spirit prevailing among the Upper Division students, and faculty also, as a result of this procedure.

The faculty members' serving the University and the public as lecturers, jurors of exhibitions, and officers and members of professional organizations and civic boards keeps them more in touch with the times and strengthens their teaching as well as serving, within their fields, the supporting public.

The preservation and restoration of Florida's invaluable historic residences is a project which we are attempting to promote. So far this movement is only in its incipiency, but historic house museums should prevail in Florida as in Virginia and elsewhere.

We have contributed our part to Short Courses when called upon.

An outstanding award to the School this biennium was the granting of a scholarship by the American Institute of Architects. Only one scholarship was given to the schools in the states south of Pennsylvania and east of the Mississippi River. The amount of the scholarship was $750. The selection of our school, from among all the Southern schools, for this award by the National organization, we believe is an indication of the high standing our school enjoys in professional circles.

During the biennium one of our graduates was appointed associate editor of the leading architectural magazine, published in New York City.

All other graduates are employed or are in practice for themselves, either as professional artists or architects.

NEW FACILITIES

No new facilities, other than files and cases have been received during the biennium.

FACULTY

On account of resignations, two new men were secured during the biennium. Both have had excellent training and experience as well as a background of travel, both in America and Europe.

RECOMMENDATIONS

At present our work is not on as broad a basis as it should be. We could serve both the University as a whole and our own students in a vital way if we had a large room where we could exhibit teaching material in our field of the various visual arts.

In order to strengthen our work in architecture, we need a room for use as a building material laboratory where the student may actually handle the hundreds of materials and devices which go into buildings. We have much of this equipment now in storage but have no place in which the student may have it available.

Advanced students who are doing creative work have no place at present where they can pursue their studies. Such work cannot be carried on successfully in a crowded studio or drafting room full of younger students.

Relief from the danger of a non-fireproof and over crowded attic cannot be over stressed.

Respectfully submitted,

RUDOLPH WEAVER, *Director*

REPORT OF THE DEAN OF THE GENERAL COLLEGE

To the President of the University,

SIR: I beg to submit the following biennial report of the General College for the years 1936-37 and 1937-38:

With the 1938-39 term the General College begins its fourth year. For the first time, all regular Upper Division students at the University will be graduates of the General College.

It is too early yet to evaluate in a very objective way this program of general education. In the first place, the program is dynamic; it is not a static thing which can be set down in permanent form and accurately measured. Moreover, the vital program of the General College cannot be measured with tests that ask for more information about the Punic Wars, the Odes of Horace, or the paintings of Reynolds. The final test of the program will be determined by what it contributes to the lives of the students who attend the General College. And since a student's stay at college is only one of many experiences that go to make up his life, present tests are inadequate. Probably time alone will be able to reveal the validity of any program.

Some observations, however, may be permitted. The transition from the old to the new has been made with very little disruption. The men in charge of the various schools and departments have not held rigidly to certain academic theories and refused to make practical adjustment. The fundamental conceptions of general education appear to be as valid as ever; in fact, they appear even more desirable as time goes on.

The General College program is experimental in the same way that other college programs, old or new, are experimental. For instance, we do not know whether certain men have succeeded in the past because of college attendance, or in spite of college attendance. It appears, however, that the General College is more nearly experimental in the attitude with which the curriculum is approached.

Since the change at the University of Florida is not a simple surface change, perhaps it is well to point out differences. We still have college men who study college textbooks, and they are taught by college teachers. The new program constitutes a change in point of view and an experimental approach, instead of a revolution. The old program emphasized pure science. Frankly, we are trying to get meaning and significance into the picture. The titles of the General College courses, such as "Man and the Social World" and "Man and the Biological World," may indicate a bit of impurity, but the old order has failed to see that freshmen and sophomores have never had pure or complete concepts as a result of one year's study. On the surface it appears valid to present material and let the student draw his own conclusions, but the results indicate individual deformities and monstrosities. No longer do we "lay foundations" in specialized subject matter—foundations that are meaningless to the three-fourths of the students who do not continue in these subjects. We try to get material that is significant and meaningful to the student at the present time. It makes no difference whether it comes from ancient or modern times; the guiding principle is that it must enter immediately into the student's thinking to guide him in the "next steps" he must make. If we can create the proper understanding of, attitude toward, and respect for, our social organizations and cultural heritage, the men who elect to go on to the professional work of the Upper Division will have very little difficulty there.

Under the old system we talked in terms of subject matter. Our regulations concerning majors, minors, credits, honor points, time, and grades were primary. We appeared to be trying to make the individual fit the program. Under the new system we are trying to make a program for the individual and to make due provision for differences. We do not require a great mass of material of all students. For instance, English is required of a freshman in the great majority of the colleges of the country. For good students, the General College makes only one addition to this—social

science. Further, the General College requires only two subjects of sophomores—the humanities and biology. In other institutions it is common to find a language and a science or mathematics in the required list of subjects. So, from a quantity standpoint, the programs do not differ widely.

Under the old system we tried to have a rule or regulation for everything; then we sat back and let the system run. Today we have very few rules and regulations; we attempt to follow broad principles and help or guide students as individuals. This guidance work has been an important part of the General College program. Guidance is attempted not only through testing, placement, and advice, but through the very material which makes up the comprehensive courses. In addition to this, effort has been made to smooth the way from the General College into the colleges and schools of the Upper Division through guidance conferences. In order that the guidance program might be more effective, the original plan was changed after the first year. There has now been worked out a plan whereby students, both freshmen and sophomores, fill out a pre-registration card at the end of the year. Freshmen come to the General College office for advice, while the sophomores consult with the dean of the college in which they expect to register upon finishing the General College program. Students are thus called upon to put down in concrete form whatever vague ideas they may have had previously.

Formerly, the most experienced teachers were reserved for Upper Division and Graduate students. Too many inexperienced instructors were assigned to freshmen. Today, the freshmen have a fair share of the best teaching talent the University has. We have borrowed from all parts of the University some of the most experienced and most successful teachers. In direct contrast to common practice in other universities, we have tried to secure the best teachers for the beginners. We believe the whole University will profit by this policy.

Faculty-student relationships have been greatly improved under the new plan. Formerly, a student studied the personal idiosyncrasies of the instructor about as much as he considered the subject at hand. Today examinations are administered by a board of examiners, and the student's final grade does not depend upon a whim of the instructor. In the past, many instructors were petty tyrants, or, at best, benevolent despots, and they enjoyed their privilege. Today, the instructors do not have personal whips to hold over the students. The old disciplinarians do not like this; they wish to "make" students "do things" and to force them to outward conformity. In no sense has the faculty responsibility decreased, but with the new plan the instructor is under obligation to get the student to advance under his own volition. In a very distinct way, the General College places more responsibility on the student. In some instances this responsibility is not used in the wisest way, but, on the whole, there appears to be little doubt that we should continue this plan. We have too many college graduates who are unable to take the initiative in a responsible manner when thrown upon their own resources after graduation.

One achievement of the General College which can be measured accurately is the cost of instruction. The following table is taken from a study prepared by the Registrar.

UNIVERSITY OF FLORIDA

A STUDY OF TEACHING COSTS BASED UPON THE TEACHING DEPARTMENT WITHIN A COLLEGE

College or School	Salary per Teaching Unit	Cost per Student Course Enrollment	Cost per Student Credit Hour	Cost per Student Clock Hour	Amounts of Upkeep per Student Course Enrollment	Administrative Expense per Enrollment
Agriculture - - - - -	$2,728	$31.45	$10.33	$8.55	$5.94	$ 80.56
Arch. and Allied Arts -	2,221	38.36	10.81	3.66	.33	130.77
Arts and Sciences - -	2,680	24.17	7.57	6.43	3.10	45.29
Business Administration	2,398	10.32	2.96	2.90	.19	24.76
Education - - - - -	2,939	25.02	8.94	6.89	.14	70.58
Engineering - - - - -	2,829	24.58	9.69	6.25	4.15	35.28
Forestry - - - - - -	2,188	40.64	13.57	9.42	6.91	176.22
General College - -	2,352	8.94	2.20	2.08	.32	6.43
Law - - - - - - - -	3,990	21.22	7.26	7.04	1.97	24.03
Pharmacy - - -	2,825	42.91	13.76	9.09	7.05	88.21

Since certain subjects are required of all freshmen and sophomores, the number involved enables us to avoid classes of two or three students, or even half-filled sections. However, the plan of using large lecture sections to present material is, in the main, the reason why fewer instructors are needed, and the cost per pupil is far below that of the other colleges. About 12 additional instructors would be required if we did not use the presentation lectures. However, the General College does not attempt to do the major part of its teaching in the large lecture sections. These sections meet only once or twice per week to present the topics of study and discussion. Small class sections, discussion sections, laboratory sections, and clinic sections follow to complete the study.

Obviously, economy beyond a certain point is undesirable. We believe that further reduction would only cheapen what we are trying to do. At the present time about 70 instructors teach part-time in the six comprehensive courses of the General College; an additional number teach in the connecting courses. Of all these, only about 10 receive the major part of their salaries from the General College budget and consider the General College work their primary interest. It does not appear desirable to have all, or even half, of the General College teaching force in the General College budget, but it is essential that we have a small corps in each of the subject fields to work continually to vitalize the materials of the course. In some cases men borrowed from other departments have added our work to their primary interest. Their cooperation has been splendid, but now departmental work is again claiming their attention. We are in agreement with the deans of the Upper Division colleges that we should add a small corps in each of the comprehensive courses and gradually release some of their men to resume their departmental work. It is suggested that this plan could be used to meet the increasing University enrollment.

The General College is actively working on the problem of teaching freshmen and sophomores. College teaching, as a rule, is of poor quality. We cannot afford, however, to be dogmatic or make too many generalizations about the effectiveness of this method or that method: the value of the lecture method over the discussion method;

or of the demonstration method over the individual laboratory method. The assumptions are questionable, and there are many variables. We are using lecture method, demonstration method, laboratory method, discussion method, clinic method, and other means available to help the students. The general comprehensive examinations and the fact that everything done in a course is subject to the evaluation of a number of instructors, make for considerable objectivity and validity.

After three years we believe the broad, flexible plan of general education is a sound one. We feel that we are on safe ground. We are not satisfied, however, with our progress in carrying out the principles. Our present energies are directed in an effort to smooth out difficulties, meet practical situations, and make the program really effective. We have much to do.

Respectfully submitted,
WINSTON W. LITTLE, *Dean*

REPORT OF THE DEAN OF THE GENERAL EXTENSION DIVISION

To the President of the University.

SIR: I beg to submit herewith the ninth biennial report, covering the activities of the General Extension Division for the period July 1, 1936, to June 30, 1938.

INFORMAL INSTRUCTION

SHORT COURSES

The General Extension Division is offering informal instruction to numerous groups in order that individuals may rehabilitate or improve themselves to meet competition in a rapidly changing economic and social order. This instruction, for the most part, has been given through short courses, and the development of this work has been the outstanding achievement of the biennial period. (See Table I.)

At Camp Roosevelt in 1936-37, with adequate physical facilities, funds, and personnel, there was developed a program for adults, many of whom the University had never before been able to reach. Back at the University in 1937-38, without these facilities, the Division has found it necessary to curtail the program without making certain groups of adults feel that the University is no longer interested in them. To afford the educational opportunity which the men and women of Florida now expect from the University, the Division needs dormitory accommodations, increased personnel, and funds for short course programs.

Five general classes of short courses were given: professional, business, labor and vocational, civic, and the arts and crafts.

No fees were charged at Camp Roosevelt, but for the work carried on at the University, it was necessary to charge students fees sufficient to pay instructors not on the University of Florida staff.

TABLE I. REPORT ON ATTENDANCE IN SHORT COURSES FOR THE BIENNIUM 1936—1938

COURSE	DATES	REPRESENTATION			ATTENDANCE		
		Counties	Florida Towns	Other States	Florida	Out of State	Total
	1936						
1.*P.T.A. Leadership	July 6-18	23	41		111		111
2.*Registered Nurses	July 20-24	41	57		100		100
3.*County Superintendents of Public Instruction	Aug. 10-14	44	45	2	109	2	111

*Courses held in Gainesville; all others held at Camp Roosevelt, Ocala.

TABLE I. REPORT ON ATTENDANCE IN SHORT COURSES FOR THE BIENNIUM 1936—1938 *(Continued)*

COURSE	DATES	REPRESENTATION Counties	Florida Towns	Other States	ATTENDANCE Out of State	Florida	Total
4. Airplanes, Engines, Navigation I	Oct. 5-Nov. 14	13	13		29		29
5. W.P.A. Recreation and Drama Supervisors	Oct. 6-24	13	14		79		79
6. Art Appreciation and Design	Oct. 17-Nov. 24	1	1		14		14
7. Relief Model Map Construction	Oct. 19-June 30, '37	1	1		15		15
8. W.P.A. Art Directors	Oct. 26-31	9	11		37		37
9. W.P.A. Gallery Personnel	Oct. 26-31	4	7		13		13
10. Lapidaircraft	Oct. 29-June 30, '37	12	14	1	19	19	38
11. Short Wave Radio	Nov. 1-Jan. 4, '37	1	1		15		15
12. Special Aircraft Welding	Nov. 9-23	1	1		5		5
13. Woodcraft I	Nov. 9-June 30, '37	4	6		23		23
14. Woodcraft II	Nov. 9-Jan. 14, '37	9	9	1	41	1	42
15. Department of Commerce Aircraft Engine Inspector I	Nov. 16-24	13	13		29		29
16. Meteorology I	Nov. 16-Dec. 11	13	13		29		29
17. Special Aircraft Engines	Nov. 16-Jan. 16, '37	8	8	1	24	1	25
18. Journalism Lecture Series	Nov. 16-Feb. 8, '37	1	1		24		24
19. W.P.A. Homemakers' Institute	Nov. 20-21	8	8		29		29
20. Special Meteorology and Navigation	Nov. 21-Dec. 5			1		1	1
21. Aviation Welding I	Nov. 30-Dec. 12	13	13		24		24
22. Woodcraft III	Nov. 30-June 30, '37	14	15	2	43	2	45
23. Preparing Materials for Visual Aids	Dec. 7-18	8	8		3		3
24. Aerial Photography I	Dec. 14-19	13	13		24		24
25. Motion Picture and Sound Projection	Dec. 14-19	11	13		31		31
1937							
26. Aircraft Orientation and Business Administration	Jan. 4-9	13	13		29		29
27. Aircraft Orientation and Business Administration II	Jan. 4-9	13	14	2	32	2	34
28. Aeronautical Research	Jan. 6-30	11	12	1	16	1	17
29. Weaving	Jan. 6-June 30	7	8	8	24	24	48
30. Retail Merchants	Jan. 5-7	12	13	1	143	1	144
31. Airplanes, Engines, Navigation II	Jan. 11-Feb. 19	13	14	2	22	2	24
32. Municipal Finance Officers	Jan. 14-21	19	19	1	59	1	60
33. Consumer Education I	Jan. 14-21	8	8		14		14
34. Pottery and Hobbycraft	Jan. 14-July 10	11	12	5	32	5	37
35. Special Aircraft Engines and Welding	Jan. 14-March 19	7	7		29		29
36. Consumer Education II	Jan. 25-30	2	3		4		4
37. W.P.A. Music Supervisors	Jan. 25-Feb. 13	23	27		33		33
38. Neon Sign Construction and Service I	Feb. 1-April 9	7	10	6	23	23	46

TABLE I. REPORT ON ATTENDANCE IN SHORT COURSES FOR THE BIENNIUM 1936—1938 *(Continued)*

COURSE	DATES	REPRESENTATION Counties	Florida Towns	Other States	ATTENDANCE Florida	Out of State	Total
39. Use of Visual Aids in the Classroom	Feb. 6-16	23	39	15	107	15	1112
40. Industrial Commission Inspectors	Feb. 8-11	8	9		18		18
41. Strengthening the Club and Its Program	Feb. 10-12	29	35	7	158	10	168
42. Home Furnishing	Feb. 15-17	18	17		55		55
43. Carpentry	Feb. 15-29	9	12	1	26	1	27
44. Aviation Welding II	Feb. 22-Mar. 4	18	18	2	22	2	24
45. Special Meteorology and Navigation II	Feb. 22-Mar. 4	2	2	2	4	2	6
46. Retail Selling	Feb. 22-24	17	24		79		79
47. Meteorology II	Feb. 22-Mar. 10	18	18	2	22	2	24
48. Plumbing and Plumbing Inspection	March 1-4	19	16		66		66
49. Conservation Officers I	March 8-11	24	25		36		36
50. Department of Commerce Aircraft Regulations II	March 8-29	18	16	2	22	2	24
51. Conservation Officers II	March 15-30	31	28	1	60	1	61
52. Woodworking—CCC Educational Advisors	March 15-21	8	9	1	12	7	19
53. Architects	March 15-29	17	29		63		63
54. Barbers	March 20-30	29	40	2	90	2	92
55. Water and Sewage Treatment	March 29-April 1	35	44	7	82	10	92
56. Airplane and Engine Mechanic's Training	April 4-June 30	18	18	1	18	1	19
57. Ministers of the Gospel	April 5-10	50	104	6	199	6	205
58. Photography	April 5-June 30	8	10	1	18	1	19
59. W.P.A. Recreation Supervision	April 12-24	26	43	1	69	1	70
60. Airplane Model Construction	April 12-26	3	4		12		12
61. Pottery Making	April 12-24	11	19	1	19	1	20
62. Neon Sign Construction and Service II	April 12-June 12	8	8	10	4	19	23
63. Photographers	April 26-29	21	33	9	106	34	140
64. Peace Officers	May 2-29	28	29	9	90	17	107
65. Concrete House Construction	May 10-11	22	33	2	83	6	89
66. Real Estate	May 17-19	28	48		146		146
67. Real Estate Appraisal	May 19-20	21	37	1	120	1	121
68. Woodcraft	May 26-29	12	27	2	99	2	101
69. Retail Merchandising	June 5-7	28	33	4	114	4	120
70. Industrial Safety	June 7-12	18	22	2	48	3	47
71. Road Building and Street Repair	June 16-17	22	33		58		58
72. Parent-Teacher Leadership	June 29-July 2	34	71	2	277	2	279
73. Weaving	July 1-Sept. 30	6	6	3	11	3	20
74. Airplane and Engine Mechanic's Training II	July 5-Sept. 5	18	17	3	36	3	39
75. County Superintendents	July 12-16	33	36		78		78

† One student from China.

TABLE 1. REPORT ON ATTENDANCE IN SHORT COURSES FOR THE BIENNIUM 1936—1938 *(Continued)*

COURSE	DATES	REPRESENTATION Counties	Florida Towns	Other States	ATTENDANCE Florida	Out of State	Total
76. Woodcraft IV	July 11-Sept. 30	6	9	2	14	2	16
77. Registered Nurses	July 16-18	19	56		114	—	114
78. W.P.A. Adult Education and Nursery School Teachers	Aug. 15-21	54	97	3	244	3	247
79. Rendering-Wage Refining	Sept. 7-9	22	24		44	—	44
80. Fire, Casualty and Surety Underwriters	Sept. 7-10	37	49	3	313	8	321
81. Barking	Sept. 29-31	20	27	3	50	5	55
82. Pharmacists	Oct. 11-13	14	16	4	35	4	43
1938							
83.* Women's Organizations	Feb. 1-3	12	21	2	72	2	74
84.* Concrete House Construction	April 3-8	22	29	8	102	16	118
85.* Municipal Finance Officers	April 14-15	14	21	—	83	—	83
86.* Ministers	April 15-19	19	18	2	75	2	77
87.* Real Estate Brokers (Appraisal)	May 9-10	24	35	1	93	1	94
88.* Photographers	May 16-19	19	24	1	87	11	98
89.* Water and Sewage Treatment	May 23-24	24	35	19	85	119	1204
90.* Conservation Officers	May 30-June 1	42	42	2	160	2	162
91.* Bankers	June 1-10	31	40	8	94	8	97
92.* P.T.A. Leadership	June 7-10	30	74	1	204	1	205
93.* Garden Clubs	June 8-10	24	37		89	—	89
94.* Girl Scout Leaders	June 14-15	7	8	1	21	1	22
95.* Short Course for Barbers	June 22-24	17	21	3	35	3	38
96.* Reading Problems	June 27-July 8	66	44	—	317	—	317
97. Conferences held at Camp Roosevelt							314
98. Cultural Courses at Camp Roosevelt							84
TOTAL ATTENDANCE							7,166

* Courses held in Gainesville; all others held at Camp Roosevelt, Ocala.

‡ One student from Cuba.

CAMP ROOSEVELT

On July 5, 1936, Camp Roosevelt, which was built (three miles south of Ocala) for construction headquarters of the Atlantic Gulf Ship Canal, was turned over to the University of Florida for a School of Adult Education at the suggestion of the President of the University and upon the recommendation of Lieutenant Colonel Brehon Somervell of the United States Engineering Department.

This Camp is a modern village. There are 154 acres in the reservation. Assigned to the University were 100 buildings, providing accommodations for 300 students, and including 78 modern houses, 2 dormitories, lecture halls, offices, laboratories, and a dining hall.

The President of the United States made available for one year's operation an adequate grant of Federal funds, administered through Works Progress Administration. The U. S. Engineers maintained the buildings and grounds.

Instead of confining its efforts to the rehabilitation of one group of 100 individuals for a period of one year, the University enlarged its short course program and extended its instruction to include many groups. The Camp was opened for instruction

October 1, 1936, and was closed October 14, 1937, for lack of additional funds. Following is a summary of the work accomplished:

	Attendance
79 short courses	4,598
22 conferences	574
Cultural courses	58
TOTAL	5,230

L. R. Alderman, Director of Education for the Works Progress Administration, visited the School of Adult Education and reviewed its educational policies and accomplishments. In a statement for press release, he said the program was "a real demonstration of the most practical kind, which will be copied. I find myself exceedingly enthusiastic about what is being done in Florida through the General Extension Division at Camp Roosevelt for all sorts of people."

FORMAL INSTRUCTION

CORRESPONDENCE STUDY AND EXTENSION CLASSES

Formal instruction, through correspondence study and extension class work, with many adaptations, continues to meet the requirements of adults, particularly those interested in work on the college level for credit. (See Table II.)

TABLE II. CORRESPONDENCE STUDY AND EXTENSION CLASS

REPORT OF REGISTRATIONS BY COUNTIES AND TOWNS—BIENNIUM 1936—1938

COUNTIES	Enrollment	No. of Towns	TOWNS
Alachua	434	10	Alachua, Evinston, Gainesville, Hawthorne, High Springs, Lacrosse, Micanopy, Newberry, Waldo, Windsor
Baker	124	4	Glen St. Mary, Macclenny, Olustee, Sanderson
Bay	260	14	Bay Harbor, Byron George, Bennett, Cromartie, Farmdale, Lynn Haven, Millville, Panama City, Parker, St. Andrews, San Blas, Southport, Wrether
Bradford	41	4	Brooker, Graham, Hampton, Lawtey, New River, Starke
Brevard	54	8	Cocoa, Eau Gallie, Malabar, Melbourne, Micco, Mims, Titusville
Broward	43	4	Dania, Deerfield, Ft. Lauderdale, Hollywood, Oakland Park, Pompano
Calhoun	144	4	Altha, Blountstown, Clarksville, Frink
Charlotte	24	4	Boca Grande, Charlotte Harbor, Gasparilla, Punta Gorda
Citrus	32	4	Crystal River, Floral City, Hernando, Homosassa, Inverness, Lecanto
Clay	45	6	Doctors Inlet, Green Cove Springs, Highland, Keystone Heights, Middleburg, Orange Park, Penney Farms, Russell
Collier	14	3	Chokoloskee, Everglades, Immokalee
Columbia	114	4	Ft. White, Lake City, Lulu, Watertown
Dade	427	13	Coconut Grove, Coral Gables, Florida City, Floral City, Goulds, Hialeah, Homestead, Miami, Miami Beach, Miami Shores, North Miami, Ojus, Opa Locka
DeSoto	34	4	Arcadia, Brownville, Ft. Ogden, Nocatee
Dixie	12	2	Cross City, Old Town
Duval	882	12	Arlington, Atlantic Beach, Baldwin, Jacksonville, Jacksonville Beach, Lemoyne, Mandarin, Maxville, Mayport, South Jacksonville, Yulee
Escambia	344	14	Barth, Bay Springs, Bluff Springs, Cantonment, Century, Cottage Hill, Ft. Barrancas, Gonzalez, McDavid, Molino, Muscogee, Pensacola, Walnut Hill, Warrington
Flagler	12	2	Bunnell, Flagler Beach
Franklin	14	3	Apalachicola, Carrabelle, East Point
Gadsden	84	9	Chattahoochee, Concord, Greensboro, Havana, Juniper, Midway, Mt. Pleasant, Quincy, River Junction
Gilchrist	12	2	Bell, Trenton
Glades	12	2	Moore Haven, Palmdale

TABLE II. CORRESPONDENCE STUDY AND EXTENSION CLASS REPORT OF REGISTRATIONS BY COUNTIES AND TOWNS—BIENNIUM 1956—1958

(Continued)

COUNTIES	Registrations	No. of Towns	TOWNS
Gulf	31	2	Port St. Joe, Wewahitchka
Hamilton	90	3	Jasper, Jennings, White Springs
Hardee	100	4	Bowling Green, Ft. Green, Gardner, Ona, Wauchula, Zolfo Springs
Hendry	45	3	Clewiston, Felda, LaBelle
Hernando	59	3	Brooksville, Istachatta, Nobleton
Highlands	10	4	Avon Park, Lake Placid, Sebring, Venus
Hillsborough	511	11	Brandon, Dover, Gibsonton, Keystone, Limona, Lithia, Lutz, Plant City, Port Tampa City, Riverview, Seffner, Sidney, Sulphur Springs, Tampa, Thonotosassa, Valrico, Ybor City
Holmes	192	6	Bonifay, Dady, Esto, Noma, Ponce de Leon, Westville
Indian River	42	4	Fellsmere, Roseland, Sebastian, Vero Beach, Wabasso, Winter Beach
Jackson	197	14	Alford, Bascom, Campbellton, Compass Lake, Cottondale, Cypress, Graceville, Grand Ridge, Greenwood, Kynerville, Marianna, Marianna, Round Lake, Sneads
Jefferson	71	1	Aucilla, Lamont, Lloyd, Monticello, Nash, Waukeenah, Wacissa
Lafayette	17	2	Day, Mayo
Lake	99	14	Altoona, Astor, Clermont, Eustis, Fruitland Park, Groveland, Howey, Lady Lake, Leesburg, Mascotte, Mt. Dora, Sorrento, Tavares, Umatilla
Lee	18	7	Alva, Bokeelia, Bonita Springs, Estero, Ft. Myers, St. James City, Tice
Leon	114	4	Chaires, Miccosukee, Tallahassee, Woodville
Levy	49	10	Bronson, Cedar Keys, Chiefland, Gulf Hammock, Hardeetown, Inglis, Morriston, Morriston, Otter Creek, Williston
Liberty	108	6	Bristol, Hosford, Rock Bluff, Sumatra, Telogia, Ulex
Madison	99	5	Greenville, Lee, Lovett, Madison, Pinetta
Manatee	219	10	Anna Maria, Bradenton, Cortez, Ellenton, Manatee, Myakka City, Palmetto, Parrish, Palma Sola, Terra Ceia
Marion	282	11	Anthony, Belleview, Dunnellon, Fairfield, Ft. McCoy, Irvine, Kendrick, Lynn, McIntosh, Martin, Moss Bluff, Ocala, Ocklawaha, Reddick, Romen, Summerfield, Weirsdale
Martin	11	3	Hobe Sound, Port Mayaca, Stuart
Monroe	37	2	Key West, Tavernier
Nassau	29	6	Bryceville, Callahan, Crandall, Fernandina, Hilliard, Yulee
Okaloosa	198	10	Baker, Crestview, Destin, Ft. Walton, Holt, Laurel Hill, Mary Esther, Milligan, Niceville, Valparaiso
Okeechobee	11	1	Okeechobee
Orange	177	13	Apopka, Gotha, Maitland, Oakland, Ocoee, Orlando, Pine Castle, Plymouth, Vineland, Windermere, Winter Garden, Winter Park, Zellwood
Osceola	39	4	Deer Park, Holopaw, Intercession City, Kissimmee, Kenansville, St. Cloud
Palm Beach	300	13	Acme, Belle Glade, Boca Raton, Boynton, Canal Point, Delray Beach, Jupiter, Kelsey City, Lake Harbor, Lake Worth, Lantana, Pahokee, Palm Beach, South Bay, West Palm Beach
Pasco	69	10	Aripeka, Crystal Springs, Dade City, Elfers, Elfers, Lacoochee, Lake Jovita, New Port Richey, St. Leo, Zephyrhills
Pinellas	175	9	Clearwater, Dunedin, Largo, Palm Harbor, Pinellas Park, Safety Harbor, St. Petersburg, Tampa-Ybor, Tarpon Springs
Polk	174	21	Alturas, Auburndale, Bartow, Bowness, Davenport, Dundee, Florence Villa, Ft. Meade, Fortstown, Haines City, Homeland, Kathleen, Highland City, Lake Alfred, Lakeland, Lake Wales, Loughman, Mulberry, Nichols, Pierce, Winter Haven
Putnam	56	6	Bostwick, Crescent City, Grandin, Hollister, Interlachen, Pomona, Fort Mellon, Welaka
St. Johns	84	1	Hastings, Palm Valley, St. Augustine
St. Lucie	27	1	Ft. Pierce
Santa Rosa	161	4	Bagdad, Jay, Watson, Milton
Sarasota	57	5	Bee Ridge, Laurel, Nokomis, Osprey, Sarasota
Seminole	56	4	Chuluota, Geneva, Longwood, Oviedo, Paola, Sanford

TABLE II. CORRESPONDENCE STUDY AND EXTENSION CLASS REPORT OF REGISTRATIONS BY COUNTIES AND TOWNS—BIENNIUM 1936—1938

(Continued)

COUNTIES	Enrollment	No. of Towns	TOWNS
Sumter - -	65	9	Bushnell, Center Hill, Coleman, Linden, Oxford, St. Catherine, Sumterville, Webster, Wildwood
Suwannee -	154	9	Branford, Dowling Park, Falmouth, Live Oak, McAlpin, O'Brien, Pine Mount, Wellborn
Taylor - -	58	4	Foley, Perry, Steinhatchee, Shady Grove
Union - - -	12	3	Dekes, Lake Butler, Raiford, Worthington
Volusia - -	94	12	Barberville, Benson Springs, Coronado Beach, Daytona Beach, Deland, Holly Hill, New Smyrna, Oak Hill, Orange City, Ormond, Pierson, Port Orange
Wakulla - -	34	6	Bon Hadon, Crawfordville, Panacea, St. Marks, Sopchoppy, Wakulla
Walton - -	241	9	Bruce, Darlington, De Funiak Springs, Freeport, Lakewood, Paxton, Red Bay, Santa Rosa
Washington -	174	5	Caryville, Chipley, Ebro, Vernon, Wausau

SUMMARY

	Enrollment
465 Towns in	
67 Counties - - - - - - - - -	8,800
35 Other states - - - - - - -	494
4 Foreign countries - - - - -	21
Total Enrollment for Biennium	9,315

SUMMARY OF INSTRUCTION

Informal Instruction - - - - -	7,106
Formal Instruction - - - - - -	9,315
Total for Biennium - - -	16,421

CO-OPERATION WITH GOVERNMENTAL AGENCIES

Many governmental agencies operating in the State have appealed to the Division for assistance in training their personnel. Materials were lent, programs were planned, and 33 short courses were conducted during the biennium. The agencies affected were: Civilian Conservation Corps, Southeastern Peace Officers Educational Association, National Youth Administration, Works Progress Administration, State Commission of Game and Fresh-Water Fish, State Road Department, State Industrial Commission, State Department of Public Instruction, State Board of Health, State Board of Examiners of Nurses, State Board of Barber Examiners, Florida League of Municipalities, and the Association of County Commissioners.

CITIZENSHIP TRAINING

Each year the Dean of the General Extension Division, as State Civilian Aide to the Secretary of War, has carried on a procurement campaign for the Citizens Military Training Camps, because of the value of the educational program and citizenship training given in the camps. Prominent citizens were selected to act as county aides. As usual, Florida's procurement quota, 157, was exceeded, and its training quota, 446, was promptly filled.

SERVICE FUNCTIONS

DEPARTMENT OF SENSORY AIDS TO INSTRUCTION

As a result of the two short courses and a conference held at Camp Roosevelt, totalling 14 days and attracting 159 persons, a State Association for Visual Instruc-

tion was organized. The department was particularly active in securing the organization's inclusion as a section of the Florida Educational Association and in arranging for its second annual meeting in March, 1938.

Films: The film service of the Division, which was abandoned several years ago, has been resumed. Since no funds were available for film purchase during the biennium, the Division inaugurated a film library in cooperation with the public schools, following the Illinois plan. Circulation of films was begun in September, 1937, and 641 reels have been lent for 1211 showings, and 153,637 pupils in 24 counties have been instructed by them.

Slides: The Division's entire collection of slides has been revised, and a new bulletin, listing 225 sets, was printed. A collection of photographic negatives on industries and other aspects of Florida life was begun, and a slide production project, set up at the School of Adult Education, produced 28 sets of slides. The biennial loan of slides totalled 953 sets, containing 41,170 individual slides. They were shown to 301,974 persons in 49 counties of Florida.

Prints, Charts, and Posters: Prints, charts, and posters numbering 2,007 were lent during the biennium to borrowers in 26 counties of the State. Added to the collection were 1,200 photographic prints.

Talking Machine Records: For music appreciation classes and rhythmic activities in the schools and for programs of clubs and other organized groups in 43 counties, the department lent 1,765 talking-machine records during the biennial period.

PUBLIC INFORMATION AND LIBRARY SERVICE

Package Libraries: A total of 1,698 packages, containing 29,924 magazine articles, pamphlets, reprints, etc., has been lent to borrowers in 63 counties this biennium. Emphasis is being placed on the assembling of occupational material for use in vocational guidance work particularly with high school seniors.

Reference Books: Reference book service was increased 63 percent during the present biennium. Requests for the service came from every county in the State again this biennium, and 14,216 books were lent. The number of requests received from persons other than correspondence and extension class students continues to increase, and indicates the widening use of the facilities of the Department. The service added 374 books to its collection, of which 219 were new titles.

Traveling Libraries: Chests of books for children in the various grades of the public schools were circulated in 35 counties, totalling 488 collections, containing 10,334 books.

Plays, Recitations, Special Occasion Materials: Materials totalling 4,494 pieces were lent in 63 counties. A total of 355 new plays, of which 153 were new titles, were added to the files by courtesy of the publishers.

HIGH SCHOOL CONTESTS

The Interscholastic Contest program, suspended in 1933, was partially reinstated in 1937-38 with the holding of competition in debating, one-act plays, and publications. This reinstatement was made possible by the co-operation of the colleges of Florida, which took charge of the preliminary competitions.

PUBLICATIONS

A total of 16 bulletins, containing 348 pages, all describing the various activities of the Division, were published during the biennium. The total number of copies printed was 449,400.

CONCLUSION

With an increase of 4,131 enrollments in formal and informal instruction over the preceding biennium, it is quite obvious that the Division cannot continue to carry this additional load without funds which will permit an increase in its personnel, library, and other instructional facilities.

Respectfully submitted,

B. C. RILEY, *Dean*

REPORT OF THE ACTING UNIVERSITY LIBRARIAN

To the President of the University.

SIR: I have the honor to submit to you the following report on the Library of the University of Florida for the biennium June 30, 1936, to June 30, 1938.

In 1906, when the University was established in Gainesville, the Library had about 3,000 volumes. In 1938 the libraries of the University have 140,884 volumes, 101,-221 being in the Main Library. Our growth within the thirty years has accompanied the growth of the University, yet the rate of expansion has been so rapid in the last few years that the Library has had difficulty in keeping pace. Especially has this been so in the last four years, when the change in the curriculum and in methods of instruction has put great emphasis on widespread reading and constant use of the Library resources. A generous increase in income granted for the biennium of 1937-39 has helped us meet the situation. It has meant an increase in number of books bought, in professional and student staff, in periodical subscriptions, and in binding. Departments have studied their collections and bought those works which are essential to a graduate and undergraduate working collection. In the College of Arts and Sciences the Shaw List was followed and 108 additional titles purchased. Bibliographies and reference works of important technical periodicals, of society transactions, of historical and literary magazines have been made. Binding income increased by one-third has allowed us to return to the shelves documents and books long held out of circulation.

Two additions have been made to the trained staff: an Order Librarian and an Assistant in Circulation. The help of the Assistant in Circulation has perhaps been felt most directly, since Miss Davis comes in contact with the majority of the students and those members of the faculty who have reserve books. Her training and previous experience have given her a knowledge of books and how to deal with readers needing guidance. She has been able to give much aid to the General College students particularly. In the fall of 1937 an Order Department was created consisting of a trained librarian, Mrs. Amy Fetzer, and two student assistants. Its efficient and systematic work has pervaded and strengthened every department of the Library. It has brought closer relationships with members of the faculty and established itself in the program of careful planning and buying.

There have been several changes in the staff, additions and losses. The Librarian, Miss Cora Miltimore, resigned October 1, 1937, because of ill health. She had been with the Library from the fall of 1919, when it was housed in one large room and consisted of about 20,000 volumes. In her place the Assistant Librarian, who was also head of the Reference Department, has been Acting Librarian. Miss Anne Richardson of Columbia University Library School has been ably filling the position of Acting Reference Librarian. Miss Mary Hause of the University of Illinois Library School is Acting Cataloger for the year 1937-38, while Miss Marian Youngs is on a leave of absence for further study.

Books in the Reserve Room for the use primarily of students in the General College now total 3,831 volumes. Two changes have been made in the handling of this collection. A two year trial of open shelves with free access and exit to and from the room showed the method impractical. Losses of books were far too high. In the fall of 1937, a person was placed at the door to examine the books of all those who left the room. Inventory taken in the spring shows that the system practically did away with losses. General College books, like reserve books, are checked out only over night or over the week-end. It is the desire of the course in Reading, Writing, and Speaking to encourage reading. Since a comfortable chair at home and unlimited time add to the enjoyment of reading, a three-day checkout was allowed for the books in the C-3 collection. The checkout was instituted on February 28, 1938. The size of the average daily checkout with no student permitted to take more than one book has proven the value of the change.

The N.Y.A. furnished 22 workers in the year 1936-37 and 17 in 1937-38. The boys have worked under the direct supervision of experienced librarians. We have found them efficient and willing, and have so learned to lean upon the help of N.Y.A. that we could no longer get along without it. Many projects have been undertaken such as: sorting and tying newspapers; making a bibliography of biographies of Floridians; making a checklist of duplicate magazines; marking for library holdings of the Essay Index; taking an inventory of the Main Library, the Chemistry-Pharmacy Library, Architecture Library, and the Florida Union Reading Room Library. The boys themselves have benefited. They have learned systematic methods and gained an interest in and a knowledge of literature.

With the increase in buying has come a double increase in the amount of material borrowed from other libraries. Half of that requested was for the use of the Faculty. Our increased buying of new material may have stimulated the desire for research, as enthusiasm for individual work is growing in the University. The number of volumes borrowed in 1936-37 amounted to 57, in 1937-38 to 103. The number loaned by us in 1936-37 was 29, in 1937-38 was 32.

The use of microfilm has begun to play its part in our Inter-Library Loan System. Two sets of film were ordered for graduate students; one was a very rare book published during the War of 1812, the other of 67 political letters in a newspaper.

A Friends of the University of Florida Library group started in the fall of 1937 was initiated by an interested member of the English Department. Announcements and bulletins were sent out to individuals on the campus, in the city, and throughout the state to interest them in the organization, which was formed to foster interest in the needs and work of the Library. Two hundred and fifty-three members enrolled. Through their aid 381 gifts were received. Among the gifts donated by Friends were a few rare books, some well bound sets of foreign authors, three scarce volumes of Florida laws, and a collection of manuscripts.

Gifts to the Library have been numerous and have been received gratefully. The outstanding gift, probably, is the original manuscript of the book, *Tom Watson: Agrarian Rebel*, presented by Mr. C. Van Woodward, assistant professor in the University. The Florida Historical Survey and State Archives Division has undertaken several projects which have meant much to us. One volume of everything it has copied or compiled has been deposited in the University Library. We have received copies of about 50 letters and manuscripts, discovered in out-of-the-way places by its workers; catalogs of the private libraries of Mr. Yonge and Mr. Wentworth, both of Pensacola, Mrs. Collins of Tallahassee, Mr. Dike of Orlando, and Mr. Hoskins of

Panama City; and inventories of the County Records of Duval and Collier counties. We appreciate very much being the recipient of these publications.

Space has now come to be the chief need of the Library—space for readers, for the books, and for the staff. The Reserve Room seats 276. During this last year on two nights the attendance registered 271. There are 38 carrels for the use of graduate students and faculty. During the summers of 1937 and 1938 all were in use and several requests denied. Every department is crowded for space, the cataloging room and the office of the secretary especially. Stack space will last possibly one or two more years; duplicate government documents and periodicals are already being piled on the floor.

Classes in teaching the students, especially the graduate students, how to use the Library should be given. The lack of such knowledge leads many students to waste much time in searching and hinders them from using all the material that is available.

Respectfully submitted,

HENRIE MAY ESOY, *Acting Librarian*

REPORT OF THE PROFESSOR OF MILITARY SCIENCE AND TACTICS

To the President of the University.

SIR: I respectfully submit the following report on the progress of the Department of Military Science and Tactics for the years 1936-37 and 1937-38.

No material changes have been made since the last biennial report in the basic methods of operating the Military Department. The Department has continued to stress more and more the importance of leadership not only in the military profession but also in every profession the students may choose. To this end the Department is constantly increasing the responsibilities placed on R.O.T.C. students, and the results have been most gratifying.

The following improvements and additions to the military plant have been made since the last report:

IMPROVEMENTS: 1. Installed sprinkler system for watering the drill field.
2. Rebuilt sheds and butts on 10 ft. rifle and pistol range.
3. Rebuilt corral and rifling pen fences.

ADDITIONS: 1. Necessary motor equipment for converting one horse-drawn battery to a motor-drawn battery.
2. Extension of roof on stables to accommodate motor vehicles.
3. Additional acreage for enlargement of corral.

This opportunity is taken to express my appreciation of the co-operative spirit shown by all departments of the University in our relations with them.

During the past two years there have been frequent changes in our officer personnel due to War Department withdrawals and replacements. These changes, after periods of service in the Department, are somewhat of a handicap; but it is preferable to have, as has been the case, alert, efficient officers, even if their tours here be shorter, than to have possibly poorer material for longer periods.

After two years of observing, I feel that the students do not have a sufficient number of required hours to cover fully the theoretical and practical work necessary to train them to carry on properly where we leave off. To meet this difficulty without an additional hour being assigned the Department, I have decided that the parade hour each week will be utilized for additional theoretical and practical, or laboratory, instruction. It is unfortunate that this parade or review ceremony should have to be

discontinued, for it not only gives the public an opportunity to see the results attained by the department but gives the student an opportunity to command larger units and become familiar with one or two ceremony maneuvers.

Earnest recommendation is made that, whenever it is felt that such a thing is possible, an extra period be assigned for one ceremony a week.

Respectfully submitted,

WM. S. BROWNING, *P.M.S. and T.*

REPORT OF THE ACTING DIRECTOR OF THE INSTITUTE OF INTER-AMERICAN AFFAIRS

To the President of the University.

SIR: I beg to submit herewith the following report on the activities of the Institute of Inter-American Affairs for the biennium ending June 30, 1938, together with general recommendations for the biennium beginning July 1, 1938.

During the last biennium the Institute of Inter-American Affairs has been increasingly active in the following fields: the orientation of foreign students attending the University of Florida, the arrangement of exchange scholarships and fellowships for Florida students and faculty members for study in foreign countries, the distribution of information regarding Latin American countries to the schools of the state of Florida, arranging for special lecturers on international topics to speak at the University of Florida as well as other institutions of higher learning within the state, and the preparation of special inter-American radio broadcasts presented over radio station WRUF.

In addition to these activities, a special inter-American educational exchange program has been developed, which includes a large number of the colleges and universities located in the southeastern states and numerous universities in the Latin American Republics. This program is to be carried on by the University of Florida in conjunction with the University of Havana. Briefly, the program includes the following major objectives:

1. To assemble and distribute pertinent information, including books, articles, and such other materials considered valuable in developing a closer and more sympathetic understanding of mutual problems and conditions in the Americas. To include the translation and publication of such materials whenever possible.
2. To promote and arrange inter-American exchange lecture tours between the universities in the countries of the Western Hemisphere.
3. To promote and arrange inter-American exchanges for professors and other officials and persons connected with the educational developments of the various countries of the Americas.
4. To promote, arrange, and administer inter-American university and college exchange scholarships for students in the countries of the Western Hemisphere.
5. To promote research work in the various countries and lend such assistance to research organizations as is consistent and possible with the organization of the Institute of Inter-American Affairs.

In connection with this program the Institute arranged and administered the first inter-American exchange lecture tour in co-operation with the South Atlantic Modern Language Association. Fourteen universities, located in the southeastern states, together with the University of Havana, took part in this program. Three professors from the University of Havana visited the universities in the United States and gave lectures in English and Spanish and led round-table discussions at each university. In order to make possible the exchange arrangements, the University of Havana and

the Cuban Department of Education invited three men from the University of Florida to visit Cuba and give lectures and round-table discussions in English and Spanish at various institutions in Cuba. This part of the program was financed entirely by the University of Havana and the Cuban Department of Education.

The number of Latin American students attending the University of Florida has considerably increased during the last biennium. No special attempts have been made, however, to get more students, and we have used extreme caution in choosing those who are admitted. Due to the unsettled conditions in Europe, the exchange scholarships with European countries have been limited. These scholarships, handled through the Institute of International Education in New York City, provide free board, lodging, and tuition, or the equivalent, for one academic year.

The Institute has continued its co-operative research program with the Carnegie Institution of Washington; and during the last year, the completed report on the economic and cultural geography of the Mayan Indians of Guatemala was completed and is in the process of publication.

The Institute has increased its services to the teachers of the state of Florida in the preparation of special programs dealing with the countries of the Western Hemisphere and the supplying of information regarding these countries. Special Inter-American educational radio programs have been arranged with the co-operation of radio station WRUF, and more extensive plans are being made for the next biennium.

Respectfully submitted,

ROLLIN S. ATWOOD, *Acting Director*

REPORT OF THE DIRECTOR OF THE FLORIDA STATE MUSEUM

To the President of the University,

SIR: I beg to submit herewith my report of the general activities of the department in my charge for the biennium of July 1, 1936, to June 30, 1938, together with recommendations for the following biennium.

The past biennium has been one of most unusual activities, with the packing, moving, and reinstalling the Museum in its new quarters in the Seagle Building. The contents of nearly six hundred large packing cases, boxes, and cartons had to be distributed to storage cases in a classified order, but first of all we had to build 67 storage cases. These cases are all filled, but a considerable amount of material has to wait for more storage cases and more room in which to place them. We have used all available space on the third floor.

The entire third floor, termed as storage quarters, is just now completed at this date, July 14. It has been necessary to get the Museum material arranged in the storage cases before starting work on the exhibits. We can now readily go through the storage cases and select material for our exhibits, which will be about four per cent of what we have, as that is about all the exhibition space will admit. We now have several exhibition cases about ready to be filled but are hardly far enough advanced to set a date for the admittance of the public. My plans, however, are to open the first floor to the public in advance of finishing the second floor and to make the date of the opening of the first floor and the date of the dedication of the building the same event. This is considered best for the reason that, if we dedicate the building and have a crowd, people will be constantly coming back with expectation of admission.

Sixty-nine accessions (Numbers 3296 to 3364) have been received during the past biennium, all of which are of importance and value to the state. The perpetual inventory of all materials, both specimens and equipment, has now been taken, and the inventory may be kept up to date henceforth. There are now 338,624 specimens in the Museum, valued at $353,320.71.

RECOMMENDATIONS

In the face of these facts, I cannot refrain from making the plea for more room, and I believe above all other departments the State Museum is justified in this request; therefore, I suggest that due consideration be given to this feature of this report.

In reconstructing the building the architects prepared for a stairway going to the basement, but on my advice at that time, the stairway was not put in as the basement was deemed very inadvisable for storage quarters, and in that this objection still exists, but the main portion of the basement can be made into exhibition space, and we have plenty of material on hand that can be exhibited therein without injury. This arrangement would call for moving the old boats into the basement, and a great many other large exhibits which we now have, then extending the room in which the boats are now installed on the north to the limits of the building. While this probably will seem visionary, I am free to state that if done, the space will be readily absorbed by the material on hand and that it will then be but a beginning of a great State Museum.

I wish to here express my sincere thanks to you, to the members of the Board of Control, and to all who have had to do with the moving and the rehabilitating of the State Museum. I wish especially to thank the members of my staff for their loyalty and whole heartedness in their various capacities in which I could not have hoped for accomplishment without their aid.

Respectfully submitted,

T. Van Hysing, *Director*

REPORT OF THE DIRECTOR OF THE DIVISION OF ATHLETICS AND PHYSICAL EDUCATION

To the President of the University,

Sir: The following report from the Department of Athletics and Physical Education is respectfully submitted.

In the Department of Physical Education an advance lecture section for sophomores has been added. Formerly there was only one lecture section for both freshmen and sophomores.

In the Intramural Department five sports have been added to the program. At present between seventy-five and eighty per cent of the entire student body, with the exception of special students, participate in the various intramural sports.

In the past biennium an effort has been made to establish closer relations with the high schools of the state. With this thought in mind, free coaching clinics for the benefit of the high school coaches of the state have been conducted by the staff of the Athletic Department. Most of the high schools have been visited—many of them several times—by various members of the Department.

The physical plant has been added to by the construction of buildings at the north end of the stadium that will house ticket booths, concession booths, and rest rooms. This has been done through a W.P.A. project. A complete lighting system has been

installed so that the stadium can be used for night exhibitions of all types. This was made possible through a W.P.A. project, together with a generous gift of Miss George Seagle. Miss Seagle's gift was used as the sponsor's donation for the project. Through the further co-operation of Miss Seagle, a building has been provided near the campus in which the members of our various athletic teams can be quartered. Adequate dining room facilities have also been provided in this building for those quartered there.

Approximately twelve acres of land, lying west of the R.O.T.C. Parade Ground, have been transferred from the Experiment Station to this Department to be developed into athletic fields for the use of both the intercollegiate and intramural programs.

Two members of the staff have resigned. They have both been replaced.

Plans are being formulated that, when completed, will provide an adequate plant for the handling of both our indoor and outdoor programs.

The greatest need is to clear the debt that the Department has had for a number of years and which has been gradually reduced by strict economy. At the same time a full program in all branches of the Department should be maintained. Above all relations and contacts with various interests in the state should be maintained and broadened.

Respectfully submitted,

JOHN COOT, *Director*

REPORT OF THE DIRECTOR OF PUBLICITY

To the President of the University.

SIR: The Department of Publicity has operated again this biennium similarly to the way it has operated for several years. As in the past, its full opportunity for service and important and desirable work in behalf of the University has not been possible largely because of

1. Lack of adequate personnel and
2. Responsibilities of directing the Alumni Association in connection with the work of this office.

The latter function is not altogether undesirable as an adjunct of the program and operation of a University Department of Publicity, provided there is adequate personnel to carry on the manifold duties and responsibilities of the two fields of activity.

During the first year of the 1937-39 biennium, we were able to inaugurate rather successfully a closer relationship with a number of newspapers. We developed a system of student correspondents working in constant co-operation with this office with the result that University news was more widely disseminated than under our previous system, where we did not have quite the personal contact as was provided through the medium of home town correspondent.

Robert F. Sikes, President of the Florida Press Association, generously awarded a handsome trophy to be given at the end of the year to that student doing the most consistent and best all-around job of interpreting the University to the readers of his particular paper. This particular trophy, limited to correspondents of the weekly newspapers, was won by L. E. Vause, Jr., Williston. Three correspondents received special mention and three, honorable mention from the rather extensive field of student writers.

During the year, I was accorded a signal honor of being invited to address the National Association of State Universities meeting in Washington, the expenses of

which trip were paid in full by the American College Publicity Association. The reactions from this speaking engagement seemed to reflect well on the University.

As the year closes, we are very happy to report the official installation of forty-four University of Florida Alumni clubs. While this is primarily in the field of alumni work, there is no question but that the University has received considerable favorable publicity as result of the development of this far-reaching alumni club program.

I have made no attempt in this report to enumerate the manifold activities that naturally come within the scope of this department, but I am pleased to report that we have continued, to the extent of our ability, an aggressive policy of the best possible interpretation of the University. I am confident that people of this state have a far better understanding of the University now than at any previous time, and the many favorable editorials which have appeared in the past year on the University indicate beyond question the great appreciation of this University and of its leadership. Press commendation of President Tigert has been extremely favorable and widespread this year.

The installation of the Phi Beta Kappa chapter at the University this year was an important event, but the extent of the general news and editorial space which we were able to secure in connection with that significant event at the University far exceeded the expectations of those most concerned with it.

Respectfully submitted,

FRANK S. WRIGHT, *Director of Publicity*

REPORT OF THE UNIVERSITY PHYSICIAN

To the President of the University.

SIR: There continues to be an increasing number of patients among the summer school students who are ill as a result of fatigue, which becomes apparent with the strenuous schedule of the summer school; and each year brings an increase in the number of students from the northern states who are sent to this institution in order that they may benefit from the climate, particularly asthmatics and those suffering recurrent upper respiratory infections.

The general health of the student body, however, shows much improvement over former years. This improvement, no doubt, is partially due to the fact that freshmen are having an increasing amount of corrective work done before they enter the University. That the general health of the student body is good is evidenced by the comparatively small number of hospital admissions and dispensary treatments for the period. There has been no epidemic of note, but pneumonia has been more frequent than in former periods, since the epidemic of three years ago. Malaria, contrary to general belief, is seldom found among the student body; only fifteen cases were seen during the first year of this biennium and two cases during the second year.

In April, 1937, a student suffered a fractured vertebra received in an automobile accident near Palatka, from which point he was brought to the Infirmary and died a few hours after admission. In October, 1937, two deaths occurred in the Infirmary, one from a meningeal infection following a sinus infection, the other from an acute streptococcic meningitis occurring six hours after the patient was brought to the Infirmary by his father from his home in west Florida. Of these deaths only one can be classed as an institutional death.

Physical examinations of the freshman class and of all athletic teams, including

intramural teams, have been made. Regular sanitary inspection of the dormitories, cafeteria, swimming pool, and campus have been made, as well as physical examinations of the kitchen help.

The Infirmary has been annually awarded a "Fully Approved Hospital Certificate" by the American College of Surgeons.

Dr. Fred Mathers, after a service of three years as resident physician, resigned October 1, 1937, and Dr. W. Rasmussen, a graduate of the University of Minnesota and recipient of a fellowship in medicine from the Mayo Foundation, was appointed to the position for one year. The nursing staff, which remains unchanged, has rendered efficient service.

There has been no equipment purchased during this period except necessary replacements.

Respectfully submitted,

GEORGE C. TILLMAN, *University Physician*

REPORT OF THE DEAN OF THE COLLEGE OF AGRICULTURE

To the President of the University.

SIR: I respectfully submit the following report of the University of Florida Agricultural Experiment Stations and the Agricultural Extension Service for the biennium ending June 30, 1938.

AGRICULTURAL EXPERIMENT STATION

The closing of the biennium marks the fiftieth anniversary of the Florida Agricultural Experiment Station. During that half-century period the history of the state's agriculture has been a record of steady and pronounced advancement, and in this achievement the experiment station has had no small part. The history of better livestock, higher quality fruits and vegetables, reduced costs of production, introduction of new crops and superior varieties, improvement in plant and animal nutrition, control of pests and diseases, and other farming betterments is largely a register of results of research and experimentation. Space does not permit the listing of even outstanding station accomplishments of those fifty years; but it may be emphasized that no phase of agricultural activities has been neglected, and each bears strongly the imprint of application of research findings.

Wide diversity of soils and crops, climatic differences within the state, and the more recent changing economic conditions wherein problems of agriculture have multiplied in number and complexity have necessitated enlargement and widening of the scope of experiment station investigational work. To meet these demands, four branch stations and eight field laboratories, in addition to the eight research departments of the Main station, are now functioning. All field stations are integral parts of the Main station under unified administration, and each conducts experimental work dealing with specific needs of the area where located.

During the biennium 182 major agricultural problems have been under investigation. Among these projects were several carried in active co-operation with the United States Department of Agriculture, other state agencies and organizations, and neighboring experiment stations. All phases of cattle, poultry, and forage crop investigations at the federal West Central Florida Experiment Station at Brooksville are co-operative and correlated with the work of the Florida stations.

Substantial and gratifying progress has been made in all research lines, the work resulting in the accumulation of much new information of which the greater part has been given almost immediate application. Detailed information covering the scope, types, and findings of this experimental work for the biennial period is available in published form in the annual reports for the years 1937 and 1938.

NEW FACILITIES

New buildings constructed during the biennium consisted of a dairy products laboratory, financed in part by a grant from the Public Works Administration, and an implement shed at the Main station, a field laboratory for the potato disease work at Hastings, and an addition to the laboratory building at the Citrus station.

A tract of about 91 acres was added to holdings at the Main station, these lands to be used mainly for pasture improvement investigations.

EDITORIAL

Demand has continued unabated for Station publications, and it has been difficult to maintain a supply. From 80,000 to 100,000 bulletins are sent out annually, mostly by special request. Twenty-three new bulletins ranging in size from 12 to 84 pages, and 31 press bulletins, two pages in size, were printed during the biennium.

Articles by the research staff appearing in farm magazines, scientific journals, and proceedings of scientific societies totaled 67 for the first year and 112 for the second. Articles prepared by the editors were printed in national farm journals, Southern farm magazines, and Florida farm papers.

The weekly clipsheet of the Agricultural Extension Service, sent to all Florida weeklies and some dailies, contained numerous releases about Station work. Special agricultural news stories sent direct and through the Associated Press supplied material widely reprinted in state papers.

Station workers played an important part in Florida Farm Hour programs over radio station WRUF at noon daily, preparing and delivering 317 talks in the two-year period. Copies of 17 of these talks were forwarded to other stations throughout the state for use in their farm flash broadcasts.

HORTICULTURAL PROTECTION SERVICE

In the last year of the biennium the frost forecasting service, conducted in co-operation with the United States Weather Bureau, was enlarged to cover the whole of the peninsular section of the state. Temperature survey records were secured from 289 stations maintained by the Service and specialized frost forecasts were issued for a network of 77 stations covering the citrus and truck areas. Daily temperature forecasts for the past season were 93 per cent accurate within two degrees. Forecasts were made available through 14 radio stations, press service, railroad private wires to their stations, and by private telegraph and telephone service. Research and educational work on frost protection problems have been continued.

AGRICULTURAL ECONOMICS

During the biennium information covering farmers' co-operatives was completed, data on Florida truck crop competition summarized, and the study of Florida citrus prices concluded. Citrus cost of production and grove organization records are secured and summarized annually.

Price data are being accumulated on all important Florida farm crops, animals,

and animal products over a 28-year period to arrive at a farm price index for Florida agriculture and to make price analyses of individual commodities.

A study is in progress covering production credit needs and the adequacy of such credit for citrus and vegetable growers.

AGRONOMY

General crop variety testing, introduction and trial of new grasses, grains, and forage plants, cultural and fertilizer requirements of farm crops, and their improvement by breeding and selection have been given major attention.

Fertilizer requirements of several crops have been under investigation, and the tests show a wide difference in kinds and amounts of fertilizers required for maximum yields and the essential need by some of the trace elements, such as magnesium and zinc.

Plant breeding and selection have developed rust-resistant oats of good yielding ability, superior varieties of both sweet and field corns, high-yielding, disease-resistant syrup canes, an improvement over the Seabrook variety of Sea Island cotton, disease-resistant strains of Napier grass, and improved peanuts through hybridization with newly introduced Brazilian and other varieties. A perennial peanut recently has been found that will thrive when grown with grass or other pasture plants.

Silage crop studies have shown corn, sorghum, sugar cane, and Napier grass to be best suited, the ranking yield of feed produced being in the order given.

Pasture investigations have been expanded to include all phases of establishment and management and the determination of the relative values of the many pasture plants under different environmental conditions. Means of development of winter clover pastures has been a significant finding.

ANIMAL HUSBANDRY AND VETERINARY MEDICINE

Research in animal husbandry included work in the divisions of dairy husbandry and animal nutrition, beef cattle, sheep and swine, poultry husbandry, and veterinary medicine. The recently completed dairy products laboratory has provided facilities for research with dairy products.

Further studies in mineral deficiencies of livestock have shown a marked shortage of cobalt in forage grown in certain areas, and field tests have proven definitely that this deficiency may be overcome by the addition of only a trace of this element to mineral supplements.

Preliminary results from a two-year feeding trial indicate that dried citrus pulp is a satisfactory feed for dairy cattle and that this feed may be substituted economically for dried beet pulp. Grapefruit meal is being used in a feeding trial as a ration for growing pigs. Field cases and feeding tests with swine have established that peanuts are very deficient in calcium. Affected animals in advanced stages develop posterior paralysis, a condition that may be corrected and prevented by using a mineral mixture containing calcium.

In the hemorrhagic septicemia investigations, some predisposing agents have been shown as necessary before the organisms of the *Pasteurella* group become pathogenic.

Commercial shark liver oil, a Florida product, has been tested as a source of Vitamin A for poultry. Comparisons between this product and cod liver oil and cod liver oil concentrate were made. The shark liver oil was found to be two to three times as potent in Vitamin A as either of the cod liver oils.

CHEMISTRY AND SOILS

Reorganization of this department has necessitated a revision and coordination of its research, teaching, and extension activities. As now constituted and as a basis for development, the field of the department comprises the following six major divisions: soil chemistry and biochemistry, soil physics and biophysics, soil microbiology, soil fertility, hydrology, soil mechanics and land use. Projects have been organized and initiated in all but hydrology, soil physics, and soil mechanics.

Quantitive spectrographic methods for determination of copper have been extended and a new method developed for the photocolorimetric determination of iron.

Quite wide variation has been found in the iron content of some of the produce grown on different soils, and in the trace-element studies somewhat larger proportions of these elements were found in citrus soils of the more poorly drained series than of the higher sandy Norfolk and related series.

Further studies were made of the Vitamin C content of Florida fruits and vegetables, "quick methods" for determining soil fertility, effect of cover crops on soil composition, chlorosis of field crop plants, and of celery nutrition.

ENTOMOLOGY

Work of this department covered investigations with root-knot, rodents and insects attacking farm, truck, fruit, nut, and ornamental crops.

Further progress was made in the selection of varieties of vegetables resistant to root-knot attack, and experiments were continued on methods of control of the nematode on perennial plants.

The Chinese ladybeetle, which destroys the citrus aphis, was established in two additional counties. Summer food of this insect, when aphids are scarce, was found to be the honey dew of the lantern fly which infests Napier grass and corn.

A new and very effective bait for the control of the gladiolus thrips has been perfected, and the study of the life history of this thrips concluded. Onion sets secured through common commercial channels were found to be an important source of infestation of onion thrips in the fall months. In the continuation of the study of Florida aphids and flower thrips many new hosts and several species were added to the known lists.

Biology and control studies were initiated on the lubberly locust, a particularly destructive pest on blubs in the flatwoods areas.

HOME ECONOMICS

In nutritional studies with rural children, surveys in some areas have shown the prevalence of anemia, vitamin deficiencies, and general malnutrition caused by inadequate and unbalanced diets. Co-operating with health officers, we have attempted to correct these conditions.

A convenient and accurate method of diagnosing a lack of Vitamin A in human beings was demonstrated in the differential white blood cell count correlated with outward visual symptoms.

The Vitamin C content of home canned tomatoes and juice, preserved according to the recommendations of Florida Home Demonstration Agents, was found to be as high as that of standard commercial brands. The principal honeys of the state were demonstrated to be satisfactory substitutes for glucose in infant feeding, as was also cane syrup.

HORTICULTURE

Horticultural investigations for the biennium included citrus storage, citrus maturity, citrus juices, cultural requirements of vegetables, fruit and nut trees and ornamentals, and fumigation of horticultural products.

Citrus storage experiments have developed methods for the determination of carbon dioxide in stored fruit, means of using iodine vapors in the prevention of storage decays, and ways of storing, handling, and utilizing of tree-frozen fruit. Specific freezing temperatures and length of time required at several critical temperatures to freeze the different commercial varieties of citrus fruits were determined.

Physiological gradients in the chemical and physical constituents were determined for citrus fruit and these correlated with quality and maturity. Changes in composition during the life cycle of citrus fruit from various soil types and locations have been determined for important varieties.

Experiments have been conducted to determine the effects of cover crops, methods of fertilizer application, use of manganese and other minerals, and the degree of soil acidity on the production of vegetables. Variety and breeding work has been carried on with several truck crops and some preliminary storage experiments made in relation to the handling of vegetables.

A rather common type of chlorosis affecting many varieties of ornamental plants was found to be a manganese deficiency that can be corrected with manganese sulphate applied either to the soil or as a foliage spray.

In fumigation research, a portable instrument was devised for analyzing hydrocyanic acid gas. Studies of different fumigants on seeds, nursery stock, and other horticultural products and of the insects affecting them were continued.

PLANT PATHOLOGY

Some 20 major plant diseases, as well as several problems of lesser importance, have been under investigation.

Both protracted flooding of the soils and soil applications of calcium cyanamid were developed as means of destroying the resting bodies of the celery pink rot fungus. The source of bacterial wilt and soft rot of potatoes in the Hastings area was traced to certain seed stocks in Maine and these sources excluded from the market which has prevented further like losses in Florida potato plantings.

Two new tomato varieties have been produced through breeding that are not only of good commercial quality but more resistant to wilt than any now being grown commercially in the state. Progress has been made in breeding varieties of cantaloupes and cucumbers resistant to downy mildew, a disease now limiting their successful production. Seed of the station-developed Leesburg watermelon were not generally available in 1957, but this year some 100 acres were planted in Florida. Other strains of watermelons, resistant to both wilt and anthracnose, are in process of development.

Marked advances were made in the treatment of gumming diseases of lime trees, and identification of species of the fungus Diplodia has been simplified.

Numerous additions have been made to the herbarium, which has recently been rated as the fourth largest in the southern states and selected as one of 15 depositories for authentic specimens of economic trees of the United States.

BRANCH STATIONS

NORTH FLORIDA STATION

Research here is conducted for the northern part of Florida in animal husbandry,

farm crops, horticulture, and plant diseases. Through the co-operation of the Works Progress Administration the work has been advanced materially, federal funds during the biennium approximating one-third the allotment for operations from other sources.

A wide variety of farm crops, sugar canes, pasture grasses, and legumes are under trial. Excellent results and high yields have been obtained particularly in variety trials, breeding and selection of oats and corn for disease resistance and general adaptability. A ten-acre pecan orchard for variety, cover-crop, and fertilizer studies has been planted.

Steer feeding experiments and swine grazing tests are being conducted to determine the economic utilization of home-grown roughages and concentrates. Investigations have continued with purebred and grade Angus cattle and with native, grade, and Columbia sheep. Fleece weights for the Columbias have averaged three times those of the native sheep, while fleece weights for the grades have averaged over twice.

Methods have been demonstrated for control of the blue mold disease of tobacco. Plant-bed fertilizer studies and tobacco breeding for disease resistance continue. All commercial acreage of wrapper tobacco is now planted to varieties originated by this station, which annually supplies a large part of the seed.

SUBTROPICAL STATION

The work of this station is restricted mainly to crops grown in the extreme southern portions of the state and to tests of newly introduced plants that may be of worth to that region.

Plantings of the citrus and avocado blocks have been completed as originally planned, with further plots of oranges and limes for specific cultural treatments added this year. The grounds have been made much more attractive by ornamental plantings.

Grove research has included studies of fertilizers, rootstocks, and control of diseases with avocados, mangoes, and several kinds of citrus. For Tahiti limes, now coming into bearing, the rough lemon has been the most satisfactory rootstock both for yield and juice content, with the Cleopatra mandarin rating second.

Research with truck crops has covered studies of varieties, fertilizer requirements, cultural methods, and disease control of those vegetables now being commercially produced or having commercial possibilities in the area. Shipping tests have been made of these vegetables, especially to get market reactions, and data have been secured on the picking and packing of tomatoes after they show a pink color, rather than green as is now the common practice.

The Board of County Commissioners of Dade County has continued its co-operation in supplementing state funds so that the scope of vegetable investigations could be increased.

EVERGLADES STATION

Low water levels in the Everglades are having a severely destructive effect upon the muck soils of that area through losses by fire, subsidence, and oxidation. Water table studies, to determine the effect of different soil water levels upon factors causing soil subsidence and upon the growth of different crops, are showing that soil subsidence and oxidation are proportional to the depth the water level is held below the soil surface. Most crops have thrived where the water level was high enough to check excessive subsidence.

Plant disease control and cultural experiments have been continued with the

major vegetable crops of the area, and methods of control of insect pests of these crops and sugar cane have also been given major attention.

Sugar cane breeding has resulted in the propagation of thousands of seedlings which are now undergoing selection tests. Syrup making studies are being carried on with varieties of cane selected for and grown in the North Florida, Gainesville, and Everglades regions.

Further information has been gathered on the growth habits and cultural requirements of new crops, among them ramie and imported grasses. Several of these grasses now have an established place in Everglades agriculture. Many field crops are included in various tests.

Feeding trials were conducted with steers during each of the past two years, and the study of nutritional problems with cattle, peculiar to the area, was undertaken. The herd of Devon cattle has been maintained.

CITRUS STATION

Additions to the laboratory and equipment have greatly facilitated investigational work at the Citrus Station. About 20 acres of citrus have been planted recently, and an irrigation system installed during the past year.

Significant contributions have been made in the different research fields with citrus. The cause of a speckled condition of mature fruit, heretofore confused with melanose, was determined to be due to rust mites and control measures were demonstrated. The leaf symptoms of manganese deficiency were identified, and information made available concerning its character and occurrence as a guide in manganese application.

A chemical study of the soils in over one hundred groves representing most of the common citrus soils showed an extreme variation in soil composition. Most were found to be very low in exchange capacity and consequently subject to serious leaching problems. These findings have been of value as a basis for determining properly adapted fertilizer programs. As a result of the investigations with zinc, this element is now being used universally throughout the citrus belt in the control of "frenching" of the foliage.

AGRICULTURAL EXTENSION SERVICE

Agricultural Extension programs have been in progress in all of the counties of Florida except Collier, Monroe, Indian River, St. Lucie, Martin, Franklin, and Flagler. It is a requirement of the Extension service that counties desiring co-operation bear a proportionate part of the cost.

In the 60 counties that are co-operating, 57 have county agents, 38 have home agents, and 15 have negro agents. Each co-operating county has county programs. These are approved by the Agricultural Extension Service and are set up on the basis of recommendations made through its supervisory and specialist staff. The county programs constitute the basis for the state program, which is in turn approved by the Office of Extension Work in Washington.

State and county programs are necessarily made to correspond with recommendations by the U. S. Department of Agriculture, since the department contributes more than 50 percent of the funds used by the Florida Agricultural Extension Service. For the most part, such changes are enlargements of the programs dealing with agricultural adjustment, rural electrification, surplus commodity purchases, marketing agreements, and correspond with recommendations made by the bureaus of the Department of Agriculture.

Annual reports issued for the calendar year give in detail the accomplishments of

the Extension Service and are reported by projects. State programs have been set up under 16 projects, five of which are classified as relating directly to home demonstration work and the remaining 11 classified as bearing more directly on men's work. Since 4-H Club work involves programs for boys and girls, it is included in all 16 projects. All programs are co-ordinated in a working plan for each county and are correlated with a State Extension program for agriculture and home economics. They are set up for the primary purpose of improving conditions of the farm and home. These programs provide the basis for the extension work, including the services rendered by negro extension workers.

The major programs have dealt with agricultural conservation, agricultural economics, citriculture, dairying, animal husbandry, 4-H Club work, agronomy, vegetable production, and home demonstration work in its various phases.

In addition to these state-wide projects, the following are special undertakings:

A. *County Program Planning:* County planning councils have been set up in 12 counties for developing programs for agriculture and home economics through leadership from farmers, farm women, vocational teachers, county agents, civic clubs, county commissioners, and school boards. These councils are organized to promote state and Federal programs so that they may be adapted to local conditions. Councils are organized around the offices of the county extension representatives, who furnish statistical subject matter supplied by the Agricultural Extension Service. This subject matter has been worked up on a county-wide basis and on recommendations to be considered by the county planning councils.

B. *Screw Worm Control:* The Bureau of Entomology and Plant Quarantine completed its educational program on screw worm control on June 30, 1937. Since the Florida Legislature did not make further appropriations for this activity, further work in control of the screw worm was left to the Agricultural Extension Service, working with the owners of livestock through the county extension agents.

C. *Sea Island Cotton:* Efforts to restore the Sea Island cotton industry in some 20 north Florida counties have been undertaken jointly by the Extension Service, Experiment Station, and U. S. Department of Agriculture. State campaigns to maintain pure seed lines and to control the boll weevil have been the basis for this program. The area planted to Sea Island cotton in 1938 is approximately 20,000 acres, some of which is planted in South Florida counties where cotton has previously been grown only to a limited extent.

The 1937 State Legislature enacted a law making it possible for any county to determine by referendum whether it would exclude all varieties of short staple cotton in order to prevent mixing of varieties and thereby establish a better grade and staple for the Sea Island cotton industry.

D. *Soil Conservation:* The 1937 State Legislature enacted a law providing for the establishment of soil conservation districts. The Act established a State Commission, consisting of the director of the Experiment Station, vice-director of the Extension Service, and the soil conservationist of the College of Agriculture. Provisions of the Act have been carried out in one district, established in Jackson and Holmes counties, and known as the Holmes Creek Soil Conservation District. The law provides that the districts shall have supervisors and that their programs be co-ordinated with those of the Soil Conservation Service and Agricultural Extension Service.

E. *Tobacco Blue Mold Control:* The Extension Service, Experiment Station, and State Plant Board co-operated in a program before the 1938 planting season to control blue mold in tobacco seedbeds in north Florida counties. In 1937 this disease had been unusually destructive and the growers were inexperienced in the methods of control.

F. *Agricultural Conservation:* The Agricultural Conservation program is established with the Extension Service at the University of Florida. In the county, the program is under the direct supervision of the county agent and its headquarters are in the county agent's office. The program involves control measures affecting cotton and tobacco. It involves payments to farmers for adjustments in the interest of soil conservation and thereby affects all counties. Each county has one or more conservation committees, the county agent being secretary. Association members are elected and their committees make recommendations to the state office regarding contracts and assignments of individual farmers as required by law. This involves an increased clerical staff in the county agent's office and has greatly increased his responsibilities and duties.

The Agricultural Adjustment program also provides for commodity marketing agreements and for surplus commodity purchases.

Expenses for such programs are financed from Agricultural Adjustment Administration funds and allotted through the Extension Service.

On July 1, 1937, 14 assistant agricultural conservation agents were appointed to help county agents, largely to handle adjustment programs. These men also assist in some instances in 4-H club work and field work insofar as their time will permit. Men selected for these positions are graduates of the College of Agriculture and have other qualifications which fit them for county agent duties. These men have been employed only in counties having sufficient farming operations to justify their service. In other counties with less work, clerical services are allotted to the county agent's office.

OFFICE AND EQUIPMENT FOR COUNTY WORKERS

Additional office space has been allotted to county extension agents. Some offices, formerly located in courthouses, are now housed in rented buildings, the cost being borne by the county boards. Additional office equipment has been provided by the Extension Service and the Agricultural Adjustment Administration.

In St. Johns, Duval, Columbia, Bay, and Leon counties office space has been provided in Federal buildings. Additional office space has been requisitioned in other postoffice buildings now approved for construction. Many offices are inadequate and poorly located for extension work and provision of adequate space in Federal buildings would be a substantial improvement over present conditions. These enlarged programs have made it necessary in some cases to establish the home demonstration agents in separate building.

PERSONNEL CHANGES

Dr. Frank W. Brumley, economist in farm management, resigned September 1, 1937, to accept a similar position in Louisiana State University and was succeeded by Mr. C. M. Hampson.

Mr. D. Gray Miley was appointed as assistant economist in farm management.

Dr. R. V. Allison was appointed soil conservationist of the Agricultural Extension Service. Joint programs in agriculture, soil conservation, and related subjects have an important place in Extension work and are applicable to a large part of Florida's farming area.

Miss Mary E. Keown was appointed state home demonstration agent in the summer of 1936, succeeding Miss Flavia Gleason, who resigned. Miss Ethyl Holloway, former Leon county home agent, was appointed district agent for north and east Florida counties October 1, 1937, succeeding Miss Keown as district agent in that territory.

Beulah Shute was appointed district agent in negro home demonstration work to supervise the programs of negro home demonstration agents.

There are relatively few changes in personnel in counties. Most of the changes were promotions from positions as assistants to those of county or home agents. All recent county agent appointees are graduates of the University of Florida College of Agriculture.

In negro work, three agents have been appointed, two of them being graduates of the A. & M. College, Tallahassee.

EXTENSION FINANCES

For the first year of the biennium the Extension finances are shown below in tabular form. There is no change in this for the year beginning July 1, 1938, except such changes as may be made by county boards in their appropriations applying to the salaries of county extension workers.

RECEIPTS—JULY 1, 1937-JUNE 30, 1939—ANNUAL BASIS

		Percentage of Total
U. S. Department of Agriculture - -	$219,399.72	51.7 percent
State of Florida - - - - - - - -	92,000.00	21.7 percent
County Appropriations - - - - - -	113,000.00	26.6 percent
	$424,399.72	

Distribution of these funds to projects and detailed expenditures is shown in the 1937 Extension Annual Report.

Attention is called to the percentage of funds from three sources and in particular to the relatively large appropriations by the counties as compared with the state appropriation. Funds appropriated by the U. S. Department of Agriculture are approved by Congress and are a part of the total allotments to all states. These funds are allotted with limitations which require off-set funds in part, limitations on purchase of equipment, limitations on the training of personnel to be employed and an actual accounting according to budgets approved for all expenditures. These requirements also apply to funds which are provided as off-sets.

4-H CLUB WORK

An additional 4-H club camp with accommodations for 125 persons has been built in Madison county on the property of the Cherry Lake Farms. Construction was undertaken in July, 1937, and the camp turned over to the Extension Service June 30, 1938. A 15-year lease on the property, with optional renewal privileges, has been secured. The Cherry Lake Farms Corporation also donated a quantity of lumber obtained from buildings erected for temporary purposes. It also donated the use of trucks for hauling materials and supplied roofing, water pipes, and pressure tank at a reduced cost, in addition to other liberal contributions toward the building of the camp. Other contributions for roofing, hardware, and other materials were made by county boards and business firms in Madison and nearby counties. The National Youth Administration provided a foreman to supervise the construction and allotted N.Y.A. labor for the clearing of grounds and construction work.

This camp has been named "Cherry Lake 4-H Camp," and is located on the north shore of Cherry Lake. It covers 10.5 acres and has a shore line of 1117 feet. There is one dining hall with kitchen and equipment and storage facilities, 12 cottages, one auditorium with a seating capacity of 250, one control cottage for use of persons in charge, two swimming docks, sanitary lavatories and toilets, and one well 180 feet deep. Electrical lighting and power equipment is available. The estimated cost for completion, exclusive of camp site, is $8,100.

The Extension Service now has these 4-H club camps that are providing camping facilities for practically all Florida counties. These camps are used between June 15 and September 15 and approximately 2,000 4-H club members receive training at them during this period. The programs are conducted by extension specialists, county and home agents, and other appropriate assistants.

AWARDS DONATED FOR THE ENCOURAGEMENT OF 4-H CLUB WORK

These awards consist of scholarships in the University of Florida and Florida State College for Women; expenses for trips awarded to 4-H club boys and girls in the counties to the National 4-H Club Camp, Washington, D. C. and the National 4-H Club Congress in Chicago; expenses for attendance at short courses at the Florida State College and University of Florida; and incidental honors to 4-H members. These scholarships are awarded by business organizations and individuals for the purpose

of encouragement of Extension work among 4-H club members. Total amount of awards, $17,673.

EDITORIAL AND MAILING SECTION

Bulletins printed since July 1, 1937, total 16. Other publications include 14 record books, 11 circular and miscellaneous items—a total of 410,625 copies. The informational section also included letter enclosure folders on timely farm subjects. In the mimeograph section an average of 200 stencils per month was made and over 10,000 sheets printed. This news and publicity service is generally accepted by the State press which uses a considerable amount of farm news originating in the offices of the Extension Service at Gainesville and in the counties.

RADIO BROADCASTING

There were 313 Florida Farm Hour presentations over WRUF with a total of 1,009 talks and other features. The programs were furnished largely by representatives of the Extension Service (State and County) and members of the Experiment Station staff and State Plant Board, with occasional contributions from other departments of the state government. Other radio stations were supplied with the Farm Flashes for use over their respective stations.

FLORIDA NATIONAL EGG-LAYING CONTEST

Reports covering the 11th contest, which ended September, 1937, showed there were 92 entries. These consisted of 21 pens of heavy breeds and 71 pens of light breeds.

Egg production for the 51 weeks averaged 204.2 eggs per bird, with a point value of 203.2. The largest production was from a Florida single-comb white leghorn produced on Pinebreeze Farm, Callahan, Florida. The production of this bird was 312 eggs with a value of 326.63 points.

Florida hens, in comparison with those from outside the state, had 8 percent lower mortality and laid 42 more eggs per hen. The total feed consumption for 51 weeks was 94.10 pounds per bird for the heavy breeds and 86.74 pounds per bird for the light breeds, an average of 89.59 per bird for all breeds. The average amount of feed required to produce one dozen eggs was 5.21 pounds. The average net price received for eggs was 28.4 cents per dozen.

HOME DEMONSTRATION WORK

Home demonstration work has just completed twenty-five years of service in Florida. During these years 101,419 women and 149,159 girls have participated in home improvement programs affecting the farm people of this state. Two counties, Leon and Hillsborough, have maintained extension work without interruption since 1912.

The major projects have included garden and orchard, poultry, dairying, nutrition, food conservation, meal planning and cookery, clothing, house furnishings, beautification of home grounds, home management, sanitation, and community activity programs.

PROBLEMS AND RESULTS

Each county follows a definite program for home demonstration work with immediate and long-time goals. The following data have been compiled from two years' records:

Result Demonstrations: A total of 15,787 women and 20,816 girls were enrolled to conduct definite

demonstrations. These established demonstrations conducted in farm homes were visited by 44,221 people; as a result of these demonstrations many improvements in family and country life were made.

17,872 home gardens were grown with sales of garden products totaling $16,061; 911 home orchard plantings were made; 3,056 demonstration poultry flocks produced products used and sold with an estimated value of $129,000; home dairy cows owned by 4,194 families supplied ample dairy products for each member of the family; 3,118,167 quarts of vegetables and fruits, and 275,293 quarts of meat were preserved and canned; 2,191 buildings were constructed or remodeled; 403 water and light systems installed; 1,599 home grounds improved; 4,218 families following a clothing program at an estimated saving of $116,719. Home industries brought a return in cash of $161,685. Negro women and girls produced and preserved farm products for home use and sale valued at $42,519.

Home agents conducted 11,463 method demonstrations with an attendance of 247,515. There were 44,109 telephone calls; 61,293 letters were written; 3,419 newspaper articles were published; and 391 radio talks made.

Record books are furnished to women and girls by the state office. These are summarized and used as a basis for study by organized clubs. Much assistance from local leaders makes it possible for home agents to extend their programs to many people who could not otherwise be reached. A record for the two years shows that 2,157 women and girls gave voluntary assistance to home demonstration agents in their various programs.

Rural home demonstration councils were organized in 27 counties. There were 124 4-H clubs and 317 rural women' clubs developed for Extension programs. These councils develop state wide uniform plans suited to a variety of conditions which exist in many counties and have sponsored scholarship funds totaling $2,000 to be used by 4-H members to enable them to attend college.

Enrollment of girls in 4-H clubs shows an increase of 1,319 over the last biennium. Seventy per cent of all girls enrolled completed the required work that would entitle them to compete for scholarships and other state-wide awards. Ninety-four 4-H club girls entered the Florida State College for Women in 1937. An organization, known as the "College 4-H Club," made up of members of county 4-H club girls, contributes to many useful activities. This club contributed much toward the first Rural Youth Conference in Florida and the Jubilee 4-H short course held in Tallahassee in 1937. Four former Florida 4-H club girls are now employed as county home demonstration agents.

Ten county and home agents have enrolled for special study courses for Extension workers.

RECOMMENDATIONS

On account of the increased responsibilities placed on county extension agents, additional assistance should be provided for carrying out 4-H club programs, for the management of the district 4-H camps and other 4-H activities, and for more clerical assistance and more efficient office equipment in the counties.

On account of the increased demands for pulp wood to supply pulp mills, Extension Forestry work has now reached a stage where conditions require intensive educational work to assist in constructive forestry work; otherwise, timber which could be protected by constructive educational programs will be destroyed or wasted. The program should be coordinated with the School of Forestry of the College of Agriculture.

It is recommended that greater emphasis be placed on soil conservation programs and projects set up to carry out educational programs through the Extension Service, with competent supervision coordinated with the College of Agriculture program. This program, when established, will be a co-operative one between districts, the Federal Soil Conservation Service, and the Agricultural Extension Service.

It is further recommended that Negro Extension work be enlarged to include six or eight additional counties where there are a substantial number of farms owned and operated by negro farmers.

It is again emphasized that the system of financing extension work in the counties remains complicated and uncertain, and the responsibility for county finances should be assumed by State and Federal institutions.

Increased research work covering incomes and nutrition of farm families.

Facilities for the training of home demonstration workers, by special courses in the University curriculum.

A plan for retirement, with some financial security for Extension workers.

Respectfully submitted,

WILMON NEWELL, *Director*

REPORT OF THE DIRECTOR OF RADIO STATION WRUF

To the President of the University,

SIR: In the past reports it has been the policy of the Director of WRUF to set forth the multifarious activities carried on by the State and University of Florida Radio Station: those that deal with the educational undertakings of the people of this state; those that save the farmers and growers of Florida tremendous sums of money —the Florida Farm Hour programs, the market reports, weather forecasts, and other similar services; those that provide a substantial assistance to the law-enforcing agencies—the sheriff and police reports; and those that afford primary radio service to an area not cared for by any other radio in the state. In this report, however, I shall not deal with these well-known functions of WRUF; they have been continued, of course, and their value is universally recognized. Instead, I shall briefly mention some of the less apparent, but no less important, ways by which the station serves the University and the state.

Since radio is one of the most rapidly advancing industries in our nation, a radio station is now considered an indispensable part of the equipment of a modern university. It is an essential laboratory for the training of electrical engineers and for the training of men and women who are to produce programs. WRUF has become known not only for training radio engineers but also for developing talent in the fields of production, announcing, and continuity writing; WRUF also serves as a laboratory for the speech department of the University. Universities all over the world are recognizing the fact that they must teach courses in radio. Realizing this, they are entering this field without the necessary equipment to train young men properly. Florida, fortunately, has the equipment in WRUF. The operation of WRUF, therefore, is worth more than it costs the state in that it provides the young men of Florida an opportunity for education in this field of radio equal to, if not greater than, that afforded by any state. WRUF bears the reputation of being one of the best training grounds for men who wish to follow radio work as a vocation in this country or any other country. We receive many applications for WRUF-trained operators and production men. One of the greatest tributes that could be paid to WRUF is the fact that every student who has worked at the radio station has, upon graduation, immediately found a position in some department of radio work.

Another service which cannot be measured in dollars and cents is that of advertising the state of Florida and its products. With certain changes and improved equipment WRUF would be in a position to be of tremendous advertising value to the state, aside from the many activities that are already carried on.

The commercial stations would naturally oppose the increase in power for WRUF. They are opposed to WRUF now because no commercial station could hope to render the great service that WRUF renders the people of the state and remain solvent. The desire of the commercial people to obtain the sale or lease of WRUF each legislative year is one of the greatest arguments for the retention of the station. If commercial radio knows its value and desires to buy or lease it, then it must be of positive value to the state of Florida.

Radio Station WRUF is one of the best known educational radio stations in our whole country; in fact its reputation extends throughout the world. Many representatives of foreign stations and systems have come here to study our methods of broadcasting. It is true that the greater number of our entertainment programs, because of the lack of funds necessary for live talent, are transcribed programs. It is likewise true that this station operates on $42,000 a year, while a commercial station of the same size would require over $200,000.

As a source of information and entertainment for the listeners, as a means of saving money for the growers and farmers, as an aid to our law-enforcing agents, as a station providing primary radio service for a large area of Florida, as an intricate part of the training for students studying radio, and as an advertising medium for the state of Florida, WRUF is one of the state's most valuable assets.

Respectfully submitted,

GARLAND POWELL, *Director of WRUF*

Volume XXXI Number 4

December 1938

Florida State College for Women

(Bulletin)

PRESIDENT'S REPORT

FOR BIENNIUM
Ending June 30, 1938

Entered at the Postoffice at Tallahassee, Florida, as second-class mail matter, under Act of Congress, July 16, 1894.

BOARD OF CONTROL

R. P. Terry, Chairman ..... Miami
Thomas W. Bryant ..... Lakeland
H. P. Adair ..... Jacksonville
Charles P. Helfenstein ..... Live Oak
W. M. Palmer ..... Ocala

J. T. Diamond, Secretary ..... Tallahassee

STATE BOARD OF EDUCATION

Fred P. Cone, President ..... Governor
R. A. Gray ..... Secretary of State
William V. Knott ..... State Treasurer
George Couper Gibbs ..... Attorney General
Colin English, Secretary ..... State Superintendent of Public Instruction

---

THE EXECUTIVE COUNCIL

Edward Conrad, Ph.D., LL.D. ..... President, 1909
William George Dodd, Ph.D. ..... Dean of the College of Arts and Sciences, 1910
Ralph Lee Eyman, Ed.D. ..... Dean of the School of Education, 1928
Margaret R. Sanders, Ph.D. ..... Dean of the School of Home Economics, 1922
Ella Scobie Opperman, A.B., M.M. ..... Dean of the School of Music, 1911
Olivia Nelson Dorman, A.M., Ph.D. ..... Dean of Students, 1924
Elmer Riggs Smith, A.M. ..... Secretary of the Faculty, 1905
John Gabriel Kellum ..... Business Manager, 1907
Elizabeth Gordon Andrews, Ph.D. ..... Director of Personnel, 1929
Simeon Robert Doyle, M.A. ..... Registrar, 1930

TABLE OF CONTENTS

	Page
President's Report, Florida State College for Women	5
Report of the Dean, College of Arts and Sciences	9
Report of the Dean, School of Education	11
Report of the Dean, School of Home Economics	13
Report of the Dean, School of Music	17
Report of the Chairman of the Graduate Committee	19
Report of the Dean of Students	21
Report of the Director of Personnel	25
Report of the Registrar	27
Report of the Librarian	33
Report of the State Home Demonstration Agent	38

PRESIDENT'S REPORT
of the
FLORIDA STATE COLLEGE FOR WOMEN

TALLAHASSEE, FLORIDA, SEPTEMBER 28, 1938.

To the Honorable Board of Control,
Institutions of Higher Learning,
State of Florida.

GENTLEMEN:

I am herewith presenting the sixteenth biennial report of the Florida State College for Women. I am also presenting the reports of the deans and other administrative officers of the College. A recommended budget is also included for the biennium 1939-1941.

RESIDENCE FACILITIES

The College has had no addition to its residence hall facilities for the past nine years and hence the enrollment could not increase much. The enrollment in 1937-1938 was 1856, the largest we have had, but of this number about 250 lived off-campus, and yet many students who wanted to come could not come because of lack of residence facilities. This condition will be somewhat remedied by the new dormitory now under construction, but an additional dormitory is needed to meet the demand. Since we have had no increase in residence facilities in nine years the new dormitory will be filled before school opens and no doubt a number of students will again have to live off-campus.

The new infirmary and the new dining hall now under construction under P.W.A. will meet the needs in these divisions for the present.

NEEDED CLASSROOM FACILITIES

The Student Alumnae Building now under construction under W.P.A. is a very valuable addition to our campus in our efforts to build a fine standard of student life. It provides adequate space for student and alumnae activities. This provision for student activities will release a few small rooms in the classroom buildings, rooms which are now used for student activities, but this small addition to classroom prospects is not at all sufficient to meet the demands.

With increased enrollment additional classrooms and laboratory facilities are absolutely necessary. These needs will be met with the erection of the demonstration school, and the erection of the auditorium and arts building, for both of which application has been made to the W.P.A.

FACULTY AND BUDGET REQUIREMENTS

The increased attendance following the additional residence facilities makes additional current expense funds necessary. The new buildings now under construction costing over $900,000 do not cost the State anything. The only expense to the State is the slight increase in staff and maintenance due to increased enrollment and hence increased service. Some additional help is needed in the various offices and additions have to be made to the teaching staff. Some of the departments are already overloaded with the present enrollment. The recommendations in the budget are based on a policy of strict economy; they are minimum estimates on the basis of first class service. And I may add that the per cent of increase asked for in the staff is decidedly lower than the per cent of increase in our housing facilities. The increase in housing is about 21% and the increase in staff about 11%. And the general expense items in the budget for instruction and research are increased very little because much of this expense for laboratory supplies, etc., is taken care of by fees. Moreover the Summer School is arranged in two sessions of six weeks and five weeks each instead of one session of eight weeks. This change is necessary to meet the needs of the teachers of the State. The slight increase in expense is justified by the service rendered to the teachers of the State and those students who want to complete their work for graduation in three years.

In the School of Home Economics two teachers are added to cooperate with the vocational division of the State Department of Education which pays one half of the salary from Federal funds.

In the Department of Sociology a teacher and a stenographer are added to meet the demand for trained workers in social welfare. There is a keen demand for trained women in social welfare work. The secretary is needed to give the proper training in field work. Without these facilities the College is failing to meet its responsibilities to the State in this field of work.

Our salary budget is perceptibly below that of first class institutions. I am therefore recommending that a light increase be made in a number of positions of importance and some positions where the salary is rather seriously below the standard. This increase does not place us on a salary basis of the best institutions nor does it restore the salaries to what they were before the cut, but it is a very slight step in that direction. This slight increase should be made as a matter of justice and of encouragement to the faculty who have given their best in making the College stand amongst the best in the country.

ADDITIONS DURING PAST BIENNIUM

Several valuable additions have been made to the equipment during the past biennium. A new boiler was added to the heating plant to overcome a serious deficiency. The heating plant now meets the needs of the campus for the present.

The Student Alumnae Building, the addition to the Infirmary and the new Residence Hall are now under construction.

A new practice and recital organ was purchased for the School of Music. It is placed on the fourth floor of the Westcott Building in connection with a recital room seating 110 to 200 people. It is a practically new $25,000 organ but was purchased and installed for $5,000, the normal price for a small practice organ. This was made possible by a foreclosure sale during the depression.

A large lecture room was equipped with the necessary apparatus to give demonstration lectures in the integrated courses in the freshman and sophomore years. This is an economical arrangement since a teacher can have many more students during the demonstration lecture periods.

ADDITIONS NEEDED NEXT BIENNIUM

Several items of repair and construction other than buildings I wish to mention here.

We need additional stacks in the library. This is an absolute need. It is impossible to take care of our books for adequate use with the present stack facilities. This item is in the budget as recommended.

We must make new sewer connections with the building of the new dormitory and dining hall. The present sewers are not large enough to meet the needs when these additional buildings are completed. This is also provided for in the recommended budget.

Bryan Hall needs to be reconstructed soon. We must make arrangements for that as soon as we can. If a second P.W.A. dormitory is granted we will be able to recondition Bryan Hall without disturbing the attendance facilities.

We also need to improve and increase our driveways. The driveway from the front of the library west to Gilchrist Hall is now a two way street but is only about 15 feet wide. It is very important that that driveway be widened to 30 feet to provide parking space and driving space. There is serious danger of accidents on this driveway as it is now.

Moreover, it will be necessary to make a driveway going north between Gilchrist Hall and the new dormitory. It should run ultimately through to the driveway coming in from Call Street, but for the present it should run at least past the new dining hall, and then turn east to the Infirmary. The new dining hall *cuts off the driveway* to the Infirmary and a new way of going to the Infirmary *must* be provided. The State Road Department, I understand, is authorized to pave driveways on the campus and hence this matter should probably be presented to this department.

NURSERY SCHOOL.

The nursery school is a very important factor in training young women in properly understanding the life of little children. Some 150 or more students every year get in contact with this work in the nursery school

by practice and observation. It is seriously important in our modern civilization that young women learn to understand little children. This nursery school is not only a place where these little children get proper training and direction, but its fundamental purpose is to give these students the light of life of little children so that they may be builders of life in the State at large in the years to come.

I wish to express my appreciation to the Board of Education, the Board of Control, the faculty and other members of the staff, the alumnae and the students for their fine spirit of service and of co-operation and also to those public spirited citizens of Florida who have given their support and good will to the College.

Respectfully submitted,

Dewane Cowgill,

President.

REPORT OF THE DEAN OF THE COLLEGE OF ARTS AND SCIENCES

To the President:

The report of the College of Arts and Sciences for the biennium 1937-39 need not be a lengthy one. The modifications in the curriculum effective in September, 1936, were carried out thro the biennium, on the whole, successfully. These changes were chiefly two: first, the stipulation of a uniform requirement of integrated general courses for all students in the first two years; second, the larger freedom of election accorded students in courses other than the required ones. These changes, which were wisely progressive and in the direction of liberalization, brought their own specific problems.

But in the long run all of these problems, aside from the personal and human ones with which a college administration always has to deal, reduce to one: viz. the enrollment of large numbers of students in certain courses, with the result that a larger teaching personnel becomes necessary, if over-crowding is to be avoided and the effectiveness of the work insured.

In providing an adequate teaching staff for the required integrated courses, it has been necessary in some instances to tax the resources of the contributing departments to an extent dangerous to the upper level work. This is an aspect of the perennial difficulty of providing teachers for large numbers of freshmen and sophomores without weakening the advanced work of the various departments.

Wide freedom of election makes it difficult to forecast with much accuracy in which departments enrollments will be heavy, and is likely to result in overcrowding. We have had instances of that in the present biennium. As a necessary result teachers were added to the staff of some departments. New teachers thus employed were an assistant professor in each of physics and political science; an instructor in art, one in English, one in economics and commerce, and one in psychology; and an assistant in journalism.

In the coming biennium, 1939-41, the difficulties thus summarily presented will no doubt continue. The new dormitory made possible by a grant of the P.W.A., will bring a large increase in the size of our student body. It is probable that this increase will be made up mostly of freshmen, and so it will add to the problem, mentioned above, attendant upon large numbers of beginning students. As the Administration's plans for meeting this problem is part of the President's report to the Board of Control, it is not necessary to mention them here. I need only emphasize what I have said in a previous report about first: the wisdom and importance of having for our integrated courses teachers who are especially trained for this work; and second: so providing our professional staff as to insure the necessary high quality of the upper level work of every college department. Democratic education brings to college large numbers

of students who lack the desire or ability, or both, to profit by a college education. A large proportion of such students do not remain in college after the freshman, or at the latest, after the sophomore year. Surely those students who do have both the ability and the determination to persevere through four full years of college work, deserve the best of educational facilities at that time in their college life when they can profit most by them; that is in their junior and senior years. And it is in such students that the State makes the wisest and most permanent investment.

Respectfully submitted,

W. G. Bond, *Dean.*

REPORT OF THE DEAN OF THE SCHOOL OF EDUCATION

September 22, 1938.

To the President:

It seems advantageous to Florida State College for Women to make some changes in the matter of the summer session. This college has operated a summer term of eight weeks in the past. I wish to recommend that in the future two terms be provided for our summer session. The first term should be six weeks in length and the second term should be five weeks in length. This would give an opportunity for a student to secure the bachelor's degree in less time, in the event she wished to attend school throughout the year. Again, those who are engaged in active teaching service might come for two terms and secure their degrees in much less time than under the single term plan. To secure the bachelor's degree means increased income for many teachers, and for others it means securing employment. A student with the bachelor's degree could attend summer sessions of two terms and secure a master's degree in a shorter period of time than if she must earn the degree by means of the one-term summer session.

There is growing sentiment throughout the state for increasing the amount of observation and practice teaching which beginning teachers should have before they enter the service. Bulletin Number One, July, 1938, Certification of Teachers, issued by the State Department of Public Instruction sets forth observation and practice teaching as part of the professional requirement which any person must have for entering the teaching profession after September, 1940. The requirements set forth in this bulletin also state that, beginning with September 1, 1941, six semester hours in observation and practice teaching will be required. Observation and practice teaching have not been professional requirements for a certificate in this state, but will be required under these new regulations. Florida State College for Women is the state teacher training institution where most of the teachers are trained, by virtue of the fact that we have more women than men entering the teaching profession. This requirement of observation and practice teaching will throw an unusual obligation on Florida State College for Women. Our present teacher training facilities have already been taxed beyond reasonable limits. It is very urgent therefore that we have more space for housing our training school. The extra space will not only permit enlargement of the school, but will give facilities which will provide a larger latitude of practice to meet the needs of the state. The six-semester-hour requirement for observation and practice teaching is a very significant thing as far as our responsibility is concerned.

An element of progress in teacher training is indicated by changes made for the year 1938-1939 in the requirements for the two-year diploma. In line with the idea of a liberal culture as a background for teacher education four of the five integrated courses have been put into the requirements for the two-year diploma, as indicated in the current catalog. It is only a matter of time before the minimum requirement for a cer-

tificate will be three years of college training. Instead of a two-year course a three-year course will, no doubt, be established. In the two-year course the four-hour integrated course in social science is not required. It should be required. In addition to this all elementary teachers should be required to take a survey course in mathematics of three or five semester hours. Health education should be required in a program for elementary teachers, in addition to hygiene and physical education methods. If these three things were incorporated in a three-year program there would be some latitude for the student to elect. Under the present two-year set-up there is little latitude for electives, and it is impossible to add these much needed subjects to the two-year course. This matter of three years of college training as a minimum basis for certification of elementary teachers is being discussed throughout the state in teacher training circles and and teacher training conferences. The state is now in a position where it is unnecessary to issue certificates by examination in as much as there is available a supply of teachers with a minimum of two years of college training. It is becoming very difficult for students with the two-year diploma to secure positions, by virtue of the fact that the communities are demanding better trained teachers. However, some who have certificates based on examination with little college training continue to get positions. I suggest that this college cooperate with the State Department of Public Instruction in studying this problem and formulate a minimum program of teacher training to properly meet the needs of the state.

State teacher training institutions are always faced with the difficult problem of the selection of students who are to prepare themselves as teachers. It is very difficult for a state teacher training institution to close its doors by means of rigid admission requirements to students who seek entrance to teacher training courses. Practice teaching is one place where selection can be made. A careful study on the part of the college regarding practice teaching experiences and careful grading will do much to eliminate unsatisfactory teachers. Practice teaching is a proving ground in teacher training. This college must increase the emphasis placed on the importance of observation and practice teaching. It is here that our selection should be made. Elaboration on this program will naturally result in some increase in cost. It will be reflected in the proposed biennial budget of 1940 after a program has been formulated.

It is very important that careful consideration be given by the college to the restoration of salaries. Salaries have been restored only in part. Other institutions paying better salaries are in a position to take the best talent away from the college. Any long period of time which results in the skimming off of the best of our faculty tends to reduce us to a position which will be unsatisfactory. Teachers in the demonstration school should be on a salary basis of instructors in the college. Their scholastic requirements should be the equivalent of those for instructors in the college.

Respectfully submitted,

R. L. Eyman, *Dean*,
School of Education.

REPORT OF THE DEAN OF THE SCHOOL OF HOME ECONOMICS FOR THE BIENNIUM 1937-1939

To the President:

Any report of the work of the School of Home Economics for the biennium 1937-1939 must take into consideration not only the activities of the past two years, but also our needs for the next biennium if we are to accept our opportunity and likewise our responsibility for providing services required by the young women of Florida.

Activities of Our Graduates

The teaching profession still claims some two-thirds of our graduates but even so we are failing to meet the demand. Every year high schools of the State find it necessary to fill positions in Home Economics with teachers from outside the State.

During the last several years the American Dietetic Association has carried on a program leading toward the raising of the standards of preparation required of its members. At the present time our majors in foods and nutrition are recognized over the country as having the requisite academic backgrounds. We have been fortunate in placing them for their year of graduate hospital training in some of the best institutions in the country. During the past year three of twelve graduates completing the year of apprentice training in the hospitals were invited to remain on the staffs of the respective hospitals and all have been satisfactorily placed.

A large proportion of the women engaged in the Home Demonstration service in Florida are our graduates and several of them hold our master's degree. The Rural Rehabilitation Administration has increased its staff of home economists and we are at present unable to meet the demand for women trained in Home Economics and interested in work of this kind.

In the field of Social Welfare the home economist and the nutritionist hold a position of increasing importance. Qualifications for this work are being set up by national agencies, and professional training is in process of standardization. Within the biennium some few of our graduates have been encouraged to combine their work in home economics with courses in the technique of case work as offered in the Department of Sociology.

Graduate Work

Four young women completed requirements for the master's degree during this past year, two of whom have been placed in college positions within the State and one of whom is continuing advanced study in one of the large graduate institutions of the country. We need to strengthen and increase our graduate offerings as we are not at present meeting the needs within the State for such work. Many seeking graduate work

are going out of the State for training which we should provide. Facilities for graduate work include not only laboratory equipment and reference material but sufficient personnel to give the time necessary for development of a variety of advanced courses which cannot be accomplished at the present time without undue fatigue on the part of senior members of the staff who must carry such work on top of a full program of undergraduate work.

Special Summer Courses

At the request of the State Department of Public Instruction, we offered during the summer of 1938 two special short courses for the benefit of teachers in service in the schools of Florida. Some sixty-five teachers attended the first of these on Housing As Related to Family Life, while some twenty-five attended the second short course on Evaluation of Methods of Teaching Home Economics. Both courses were reimbursed from funds for Vocational Education.

Two short courses in the field of Institution Economics were given by Miss M. Faith McAuley, a recognized authority in the field. Both were offered for graduate credit, and filled a long felt want for such summer courses. This is the first time that we have had summer courses available in this field and the interest shown by students indicates the need of continuing and developing such work. We have at present the opportunity to develop our graduate work in this field, but unless we make use of our present facilities and provide the necessary personnel to carry such courses regularly in our summer session, our Florida women will continue to go out of the State for such training, or will miss the opportunity to secure it.

Following the College Summer Session, Dr. Ruth Connor of our regular staff organized and taught three courses in the Institute sponsored by the W. P. A. for the benefit of its teachers. Approximately one hundred and fifty persons were registered in her classes.

Activities of the Staff

Members of the Staff have, as usual, maintained contact with professional organizations within the State and have appeared as speakers on the programs of various organizations.

Outside the State, several have received recognition by national professional organizations. The College Dietitian and Associate Professor of Institution Economics is now President of the American Dietetic Association which has a membership of several thousand professionally trained women. The Dean of the School is Vice President of the American Home Economics Association with its membership of upward of sixteen thousand persons, and several staff members have served on national committees.

All members of the staff of the School of Home Economics have in one way or another provided for some professional improvement. Senior

members of the staff have attended and participated in national meetings and conferences, while younger members of the staff have continued their formal education and in addition have attended at least one national meeting. This is an enviable situation and one which we must encourage. But we must also recognize that as the abilities and professional standing of a staff member increases, so also the possibility of losing her increases, unless we are in a position to offer a salary such as other standard institutions can offer. During the past biennium we have lost one senior member of the staff because we were unable to compete in salary or facilities for work with one of our neighboring institutions; in two instances positions offering higher salaries have been refused because of a feeling of responsibility for work in progress. These matters are well known to you, but I state them here again, as the possibility of further losses will continue so long as our salary scale is below that of institutions of our professional standing.

Needs of the School

Buildings and Equipment—The building which houses the Home Economics classes and offices was erected in 1922 at the peak of post-war prices; hence many compromises were necessary in the original plans to keep the cost within the appropriation. We have long since outgrown these quarters and are hampered in our work by the lack of physical facilities for work of an advanced nature; some laboratories and classrooms are too small for our present classes and space is lacking for certain types of work; it is difficult to keep the building clean, the plumbing is inadequate and we need hot water, live steam and outlets for power equipment. The Home Management House, erected in 1928, is now running beyond its capacity. It will be necessary either to limit registration for this work more severely than we do at present, or provide additional facilities. We are beginning to hear unfavorable comment on our facilities, voiced by students who have visited other campuses and by graduates who are attending other institutions for their advanced study. Since 1932 we have had no funds for purchase of new equipment or repair or maintainence of old equipment other than the funds accruing from fees paid by students in classes. The situation is a serious one and I beg your consideration of our problems.

Graduate Work—The Florida State College for Women is the only institution in the State prepared to offer graduate work in Home Economics. Some additional equipment and laboratory space would add materially to our ability to meet present needs, but most important is the need for some relief for senior members of the staff from routine work which, at relatively low cost to the College could be handled by graduate assistants. Further permanent additions to the staff will strengthen graduate as well as undergraduate programs.

Personnel—The strength of any College lies, fundamentally, in its faculty and so the ever present need in the School of Home Economics,

as in the College as a whole, it for highly trained teachers whose personal qualifications fit them to be leaders of youth. In a previous paragraph I have commented upon the difficulties we have already encountered through our inability to match the salary scale now prevalent in institutions of our educational standards. Constant changes in faculty are at best disrupting, even if, through some fortunate circumstance capable people are secured to replace those lost to more affluent institutions.

During this last biennium we have had some relief in teaching schedules resulting from the reinstatement of one position discontinued in 1933. Our teaching load is still too heavy however, as our enrollment has increased 40% during these same years.

These statements of our needs are not intended in a spirit of complaint, or with the idea that their existence is unknown to you. They are made, rather, as statements of the needs of a growing organization, presented for your consideration along with the needs of all divisions of the College. You have taught us to be critical of our work and to wish to provide our students with the best. It is in this spirit that my report of our accomplishments and short comings is made.

Respectfully submitted,

MARGARET R. SANDERS, *Dean*,
School of Home Economics.

REPORT OF THE DEAN OF THE SCHOOL OF MUSIC 1937-39

To the President:

Music, as one of the phenomena of human experience, reflects in its facets the many phases of life. Its need and its influence are manifold. The mother with a musical understanding and appreciation brings the influence of appropriate and inspiring music to her children from the cradle period through high school. The School of Music builds upon this background, or lack of background, whichever it may be, and prepares its students to go out into the world to serve in one or more of many capacities:

a. A few students as professional artists
b. More students in music pedagogical fields
c. Many to take their part in Church, Club, and Community music upbuilding
d. Most of the students to wield their influence directly or indirectly in bringing the richness of good music into the homes.

The School of Music of Florida State College for Women is again going forward, having struggled through the period of general financial depression and specifically through the interim of years when State funds were not authorized for payment of salaries to public school music teachers. The reinstatement of these salaries is causing a steady growth from year to year in the freshman enrollment. There have been many more demands for the School of Music graduates to fill positions in Florida and neighboring states than could be supplied in the past few years.

Needs

Each Biennial Report for a number of years has contained an appeal for a School of Music Building. This need becomes more and more imperative. The School of Music at present occupies rooms in the stage wing of the Auditorium of the Westcott Building, a tower room on the fourth floor of this same building, and the oldest frame school building remaining on the campus. The studios, class rooms, and offices are scattered and inadequate. Thin walls cause classes to disturb one another. Additional rooms are needed. The School of Music most earnestly requests a new edifice to be erected specifically for its needs. This could be either a building erected exclusively for the School of Music, or a large Auditorium for the entire College including an adequately and appropriately planned home for the School of Music.

The Skinner four-manual organ in the Auditorium needs to be completed. A new concert grand piano is imperative for the Auditorium stage, to be used for concerts in the Artist Series and for faculty and student recitals. New pianos should replace those that have been in service for many years. The orchestra requests more instruments of better quality, to be used for that organization and for the Little Theatre

Orchestra and for training classes in the orchestral division of the public school music curriculum. The budget for the Glee Club is not adequate to maintain a library of music for two large groups of singers.

I wish also to call attention to those members of the faculty of the School of Music who have served faithfully in an artistic and educational capacity and who deserve higher rank and salary.

The School of Music is appreciative of all that has been appropriated for its maintenance and higher development. Music demands and opportunities are growing throughout the standard institutions of the United States. Florida needs for the School of Music of its State College for Women a new building and equipment to make possible the right environment for the development of music.

As Chairman of the College Artist Series Committee I am adding a report of the artistic events brought to the student body through this committee during the years 1936-37 and 1937-38. The Auditorium at present does not seat the student body. This has caused a serious difficulty on the occasions of our artist concerts. Considering this and the increased enrollment the dormitory will make possible, the small seating capacity of the Auditorium is a serious problem.

COLLEGE ARTIST SERIES

1936-37

Music and Drama

Dalies Frantz, Pianist; Gregor Piatigorski, Violoncellist; Cornelia Otis Skinner, Reader; Grete Stueckgold, Soprano; Virgil Fox, Organist; Gordon String Quartet; Martha Graham and Dance Group.

Art Exhibitions

A decade in American Watercolors (College Art Association), Modern International Sculpture (College Art Association), Lithographs by Modern Americans (College Art Association), Four Exhibitions of Reproductions of Living American Art (Living American Art, Inc.)

1937-38

Music and Drama

Nino Martini, Tenor; The Joos European Ballet; Henri Casadesus, Pianist; Charles Courboin, Organist.

Art Exhibitions

Graphic Arts (American Print Society), Drawings and Sculpture by Six Modern Sculptors (Museum of Modern Art), Oil Paintings by Americans (Federal Art Project), Abstract Paintings, Sculpture, and Photograms by Moholy-Nagy (Federal Art Project), Watercolors by Americans.

Respectfully submitted,

Ella Scobie Offerman, *Dean*,
School of Music.

REPORT OF THE CHAIRMAN OF THE GRADUATE COMMITTEE

July 19, 1938

To the President:

An increasing number of public school administrators in Florida are demanding that high school teachers hold the master's degree. Graduate work in the College, adequately developed, would permit alumnae and other residents of the state to meet this demand by preparing themselves at a non-prohibitive cost either for teaching or for other types of educational and social service.

The enrollment in the Graduate Division for the biennium 1936-38 is indicative, I think, of this rapidly increasing demand of public school administrators for teachers with master's degrees. The following tabular statement shows the number of students who registered in the Graduate Division for the regular academic year and for the summer session during this biennial period:

	Regular Academic Year	Summer Session
1936-37	14	67
1937-38	20	77

This is the largest enrollment in any biennial period since the establishment of graduate work at the College. I interpret these figures on attendance to mean, primarily, that students in their need are taking advantage of the facilities offered by the College.

In view of these facts further development of graduate work in the College would seem desirable. Such development necessitates the satisfying of some long-felt needs. During the biennium two of these needs have been satisfied: the provision of a well equipped office for the administrative work of the Graduate Committee and the publication of separate bulletins containing announcements of graduate courses both for the regular academic year and for the summer session. Other needs, however, persist, and I consider it my duty to call to your attention the following:

1. More courses for graduate students exclusively.

Each of the departments offering work at graduate level for majors should be able to offer a minimum of two courses for graduate students only. These courses are particularly necessary during the summer session when the demand for graduate work is heaviest.

2. Increased facilities for library and laboratory work.

If the College is to maintain the same high quality in its graduate work that it does in its undergraduate work, it is essential that the necessary material be provided.

3. Decreased undergraduate teaching load for staff members conducting graduate work.

At the present time the teaching of graduate courses or the directing of theses is, generally, an extra task for the instructor already carrying a full undergraduate teaching load. Instructors conducting graduate work should be relieved of a proportionate amount of undergraduate teaching if this work is not to suffer.

5. A considerable number of graduate assistantships or fellowships.

Of these assistantships or fellowships I have written specifically in the proposed budget for the graduate Division which I submitted to you previously. The suggestion made here is in accord with the policy common in all institutions encouraging graduate work. Such assistantships or fellowships would make possible financial assistance to a selected group of students and would provide routine assistance for those faculty members who conduct graduate work.

After a study of our own situation and of the practices in the conduct of graduate work in other institutions, I offer for your consideration these suggestions for improvement.

Respectfully submitted,

G. L. Duffenbaugh, Chairman,
Graduate Committee.

REPORT OF THE DEAN OF STUDENTS

July 20, 1938

To the President:

The following report of the Dean of Students for the biennium 1937-39 is presented for your consideration:

The function of the office of the Dean of Students, as interpreted by those administering it, is to promote the development of the individual student in order that she may derive the best values from college life; to provide adequate and attractive living conditions with all the aspects of a happy and well-conducted home; to coordinate all phases of student life with a view to securing harmony and balance; and to maintain a continuous study of the existing status of student life here and practices in other colleges, looking toward future expansion and improvement in our set-up.

Student Guidance and Development

Much of the time of the Dean of Students is spent in conferences with individual students on personal problems. These conferences arise out of some difficulty or some lack of adjustment in the student's life, with the resulting need for counsel and guidance. Thorough investigations of the student's background and family life, correspondence with parents or friends, and a careful study of her traits, records and achievements are usually needed before the desired adjustment can be made.

For the assistance of Freshmen a comprehensive program of Orientation is planned by the Dean of Students and carried out under her supervision. It includes a careful selection of counsellors; a four-week training course in the spring; directed reading; the assembling and studying of various records of each Freshman as a basis for counseling and guidance in her early college life; many opportunities for meeting faculty members, upper-classmen and fellow freshmen in informal social relations, and regulated participation in extra-curricular and creative activities especially arranged for Freshmen. College Government officers, students and faculty members alike feel that the program of Orientation is proving to be one of the most vital and worthwhile phases of our work.

Every effort is made to know students as individuals and from this knowledge to guide each girl along the lines of development indicated. Many opportunities are provided for the fostering of latent ability in various lines, and an interest is fostered in numerous avocations, hobbies and phases of self-government and broadened culture.

Students who have qualities of leadership are drawn into offices and positions of responsibility. The student body at large is encouraged to take part in making its laws and to assume responsibility for law enforcement. In this way wider student liberties are thereby secured, as well as enhanced realization of personal obligation in maintaining desirable standards.

In the spring of 1938 some sixty Seniors inaugurated a Senior Hall whose members are selected on their records of citizenship and their willingness to accept responsibility. These Seniors formulate their own code of conduct and are bound only by the obligation to practice the best interests and standards of the College. We believe that the Senior Hall, as an experiment in adult living, will have far-reaching effects on our student body.

Housing and Home Life

It gives me great pleasure to report a marked improvement in this phase of our work. The plan of renovating and redecorating the Residence Halls has gone forward steadily and all the dormitories with the exception of Bryan have received attention. Parlors have been repainted, worn furniture reupholstered, draperies replaced wherever necessary and a few objects of beauty and utility added. In the students' rooms in Gilchrist, Reynolds, Jennie Murphree and Broward Halls all walls have been repainted, floors covered with linoleum, new beds and mattresses provided in about 100 rooms. Improved lighting has been provided in Broward and call telephones on every floor of every dormitory.

Many other improvements are still seriously needed in all the dormitories, however. Among these are sitting rooms for each of the Directors where they may meet the students privately, a dormitory office and Director's suite in Broward, enlarged social areas, increased space for student recreation, serving rooms in Jennie Murphree, Bryan and Broward. New furniture should be provided throughout the students' rooms and the dark woodwork should be repainted in lighter and more cheerful colors. Many of the rooms now occupied by two students are only large enough for one and should be reserved for single rooms.

We are deeply gratified over the new dormitory which is being added to our campus. This will partially relieve the present congestion in the halls and take care of some students now living in off-campus homes. A second dormitory is required to accommodate students who are now being turned away for lack of any available space. Furthermore, since the condition of Bryan Hall will soon render it unsafe for students' use, accommodations must be provided for an additional one hundred thirty students while it is undergoing reconstruction. The best interests of the State will be served only when provision is made for housing adequately the women students now seeking admission to the State College.

Housing facilities alone, however, by no means complete this obligation. These buildings must be carefully planned in order to be efficiently administered and to serve all needs of student living. Their furnishings must be comfortable and conductive to the academic, aesthetic and social development of the students. And they must be staffed so as to insure an excellent pattern of college living.

Since the Directors in the residence halls are the officers of the College who come in close contact with the students in their daily lives, they

are naturally in a position to have the most intimate knowledge of their conduct and their problems and to wield a great influence in their character development. It is, therefore, of utmost importance in the service rendered by the College to the State to have in these positions competent women of fine character and personality who are trained specifically for this type of work in the field of personnel and student guidance.

The low salaries for these positions at the present are a serious handicap in securing and retaining staff members of the desired qualifications. It is hoped that in the near future the salaries paid for these positions will be made adequate to attract and retain young women with both training and experience in this work.

Social Life and Regulations

It is important that the student's social life should not be neglected during the formative years and equally important that it should be maintained on a high level and within reasonable bounds. An effort is made, therefore, to arrange an adequate and wholesome program of social activities throughout the year. In this work the Dean and her Staff are assisted by a large committee of students.

Our new Student-Alumnae Building will provide increased facilities for social and recreational features, and will add much to the pleasure and satisfaction of the entire student body. It is hoped that in the near future a large room may be added, to be used as both assembly room and auditorium.

This office makes a continuous study of social conditions in equivalent colleges for women, including regulations governing conduct, provisions for social life, the number, type and quality of public functions, and other matters of this nature. By this comparison it is possible to keep the level of social affairs and regulations in line with the best practices elsewhere and to maintain a program of growth and development for our students by gradually and continuously enlarging their liberties. The results of this program have been gratifying.

Much attention has been given during the last biennium to the sorority organizations on our campus. There are seventeen national sororities having chapters here with a total membership of about 600—approximately a third of our student body. By the adoption of a quota system, by raising the standards of scholarship for membership and by a careful scrutiny of their own objectives, the sororities are improving their quality and their usefulness to the campus.

The extra-curricular activities of the campus and the assistance needed by students in improving the quality of their performances requires much time from this office. As many students form their standards of taste and judgment by the quality of their college productions, every effort is made to secure excellence in this phase of their activities. More staff assistance is greatly needed to provide the guidance which the students deserve and require.

The various parts of College Government are well organized and function efficiently. In addition to the regular divisions of government, the Association fosters certain particular branches, such as N. S. F. A., Debating and others. Through every medium the College Government Association endeavors to reach all students and to substitute self-government, constructive participation in formulating college regulations and measures of prevention for punishment. Serious cases of discipline are rare for so large a student body. When they do occur, the background of the case is thoroughly investigated, the situation explained to the parents and the policy and position of the College interpreted. While such work is a by no means minor function of this office, it should be seen in proper perspective with relation to other more general and constructive phases of guidance and supervision, which are assuming an ever larger and more important place.

At present the greatest needs of this office are an increase in staff and an increase in office space. Such enlargement would release the officials from much of the routine work they are now carrying and permit them to devote their time and attention to the guidance of students and direction of student affairs. The appointment of an Assistant Dean and an additional full-time secretary, with an office for personal interviews and conferences, is very much needed. In the residence halls it is imperative to increase the number of Directors so that over every unit of 150 students there will be a full-time Director in charge; and further, to provide service for all the business offices of the dormitories in order that the Directors now attending to routine office duties, may devote themselves to work with students.

The addition to the budget for such increases will be small, the returns large. Certainly the State cannot afford not to make adequate provision for protecting the moral and spiritual values of its young women during their college years.

Respectfully submitted,
OLIVIA N. DORMAN,
Dean of Students.

DEPARTMENT OF PERSONNEL BIENNIAL REPORT 1937-39

June 18, 1938

To the President:

This biennium has given us a very much needed enlargement of our offices so that physically we are now better equipped than ever to offer our services to Faculty, students, and school principals. For these more spacious offices, we wish to express our grateful appreciation to those who have made it possible.

The supervision of N. Y. A. employment has taken up a large part of the time of our office, involving a large volume of correspondence, the sending and receiving of applications, recommendations; securing verifications of need; making voluminous reports and constant adjustments in appointments and setting up and supervision of projects. I am pleased to say that our program has met the hearty approval of Mr. Youngblood, the State Supervisor of this work.

In addition to this work, the office has had charge of all other student employment and approval of all student assistants in departments as well as the award of scholarships and loans.

Placement as always takes an important place in our work. One person's time is necessary for the satisfactory carrying on of this work which gives invaluable service not only to our graduates but to our public schools throughout the state.

Vocational Guidance is becoming an increasingly important part of education. Our young women are branching out more each year into many fields of endeavor. We have graduates who are making enviable reputations for themselves in Medicine, Nutrition, Nursing, Chemistry, Laboratory Technicians' work and many other fields. Keeping abreast of all available fields and giving wise counsel is the work of a specialist and cannot be delegated to office assistants.

The same need for a well-trained person is felt in counselling students who are mentally or nervously upset and need the help of one who understands their condition as well as their past and present environment. The limitations of time prevent the Director of Personnel from giving sufficient time to all of these special cases, and it is hoped that an assistant may be added to the Personnel Staff so that our services may be extended further to those who need help in making their adjustments.

During the past year with the help of a member of the Psychology Department, an experimental group was given remedial reading. The results exceeded our fondest expectations as the students taking this work made astonishing gains in reading ability. It is our hope to enlarge the scope of this program as a large percentage of our failures in college is due to poor reading ability.

As chairman off the Committee on Guidance, I have been working with a group of Faculty Advisors who have been assigned to freshmen. These

contacts have been advantageous to both faculty and students, as they bring them into a closer relationship than was heretofore possible. It gives the faculty members an insight into the problems faced by students, which makes them more understanding and sympathetic. Faculty members are encouraged to examine the Personnel records of their students and to talk over with the Director of Personnel any cases which need special attention. It is the hope that an increased staff will make this program still more effective.

A program of lectures has been planned for each year in which a series of Forum Speakers has been secured to discuss Economic and Political problems. These lectures have been increasingly well attended by our students, who have surprised the speakers by the intelligence of their questions on these subjects. We have each year secured a speaker of International repute who has spent a week on the campus, giving freely of his time to lectures, discussions, and class meetings. These contacts are of great value to the students in broadening their vision of world events and problems.

Respectfully submitted,
ELIZABETH G. ANDREWS,
Director of Personnel.

REPORT OF THE REGISTRAR

To the President:

I have the honor and the pleasure to submit to you a report from the Registrar's Office for the years 1936-37 and 1937-38 and for the summer sessions of 1936 and 1937.

The enrollment figures in the College have shown a rather decided increase each year since 1933-34 when the enrollment dropped, because of the depression, to 1561. In 1934-35 the increase brought the enrollment up to 1630; in 1935-36 to 1741; in 1936-37 to 1825; and in 1937-38 to 1850. The enrollment for 1937-38 is the record enrollment of the College.

I. Enrollment Data

The following tables, which speak for themselves, indicate the enrollment in Florida State College for Women for the Biennium 1936-38:

1. Regular Sessions

TABLE I

ENROLLMENT BY DIVISIONS

Division	1936-37	1937-38
Graduate Division	34	29
College of Arts and Sciences	860	868
School of Education	656	648
School of Home Economics	223	250
School of Music	58	61
	1825	1850

TABLE II

ENROLLMENT BY CLASSES

Class	1936-37	1937-38
Graduate	34	29
Senior	298	320
Junior	327	326
Sophomore	459	457
Freshmen	574	663
Special	63	55
	1825	1850

TABLE III

ENROLLMENT BY COUNTIES AND STATES

County	1936-37	1937-38	County	1936-37	1937-38
Alachua	48	44	Lake	28	29
Baker	3	3	Lee	29	34
Bay	19	17	Leon	172	211
Bradford	10	8	Levy	9	8
Brevard	12	9	Liberty	3	3
Broward	33	29	Madison	11	18
Calhoun	6	6	Manatee	23	23
Charlotte	6	6	Marion	32	31
Citrus	3	3	Martin	8	9
Clay	8	3	Monroe	14	19
Collier	3	2	Nassau	7	7
Columbia	11	14	Okaloosa	3	7
Dade	202	196	Okeechobee	6	4
De Soto	9	14	Orange	56	52

Dixie	4	1	Osceola	11	12
Duval	147	143	Palm Beach	12	12
Escambia	51	47	Pasco	11	11
Flagler	2	2	Pinellas	24	23
Franklin	6	2	Polk	16	15
Gadsden	32	42	Putnam	16	20
Gilchrist	2	1	St. Johns	22	20
Glades	2	2	St. Lucie	11	11
Gulf	6	2	Santa Rosa	11	14
Hamilton	8	7	Sarasota	17	17
Hardee	8	7	Seminole	13	12
Hendry	2	4	Sumter	4	7
Hernando	8	4	Suwannee	13	16
Highlands	20	18	Taylor	4	14
Hillsborough	132	148	Union	2	6
Holmes	8	8	Volusia	36	36
Indian River	6	9	Wakulla	7	4
Jackson	37	36	Walton	17	17
Jefferson	14	30	Washington	11	12
Lafayette	6	1			
				1571	1767

OUT-OF-STATE

Cuba	2	4	Missouri	....	1
District of Columbia	1	1	Montana	....	1
France	1	1	New Jersey	1	1
Alabama	2	7	New York	4	4
Connecticut	1	....	North Carolina	1	3
Georgia	12	10	Ohio	1	1
Illinois	....	2	Pennsylvania	2	2
Kentucky	1	....	Rhode Island	1	....
Louisiana	1	....	South Carolina	1	1
Maryland	3	1	Tennessee	3	3
Massachusetts	1	2	Vermont	1	....
Minnesota	1	....	Virginia	2	4
Michigan	1	....	West Virginia	1	1
Mississippi	....	2	Wisconsin	1	....
				32	33
			Total	1603	1800

GENERAL INFORMATION

	1926-27	1927-28
Total freshman enrollment	292	232
Total number of freshmen who had been here before	117	126
Total number of freshmen who entered with transferred credits	10	10
Total number of transfers above freshman rank	87	63
Total number of new classified students	687	806

2. Summer Sessions

TABLE IV
ENROLLMENT BY DIVISIONS

Division	1926	1927
Graduate Division	33	46
College of Arts and Sciences	130	145
School of Education	571	660
School of Home Economics	49	57
School of Music	47	34
	829	942

TABLE V
ENROLLMENT BY CLASSES

Class	1926	1927
Graduate	33	46
Senior	117	174
Junior	194	221
Sophomore	149	168
Freshmen	129	132
Special	196	205
	829	942

TABLE VI

ENROLLMENT BY COUNTIES AND STATES

County	1906	1907	County	1906	1907
Alachua	7	8	Lake	[illegible]	[illegible]
Baker	[illegible]		Lee	[illegible]	[illegible]
Bay	[illegible]	24	Leon	14	12
Bradford	[illegible]	[illegible]	Levy	[illegible]	[illegible]
Brevard	[illegible]	[illegible]	Liberty	[illegible]	[illegible]
Broward	[illegible]	[illegible]	Madison	[illegible]	[illegible]
Calhoun	10	[illegible]	Manatee	[illegible]	[illegible]
Charlotte	[illegible]	[illegible]	Marion	18	[illegible]
Citrus	[illegible]	[illegible]	Martin	[illegible]	[illegible]
Clay		[illegible]	Monroe	14	[illegible]
Collier		[illegible]	Nassau	[illegible]	[illegible]
Columbia	[illegible]	[illegible]	Okaloosa	[illegible]	[illegible]
Dade	[illegible]	[illegible]	Orange	[illegible]	[illegible]
De Soto	[illegible]	[illegible]	Osceola	[illegible]	[illegible]
Duval	[illegible]	[illegible]	Palm Beach	[illegible]	[illegible]
Escambia	18	[illegible]	Pasco	[illegible]	[illegible]
Flagler		[illegible]	Pinellas	[illegible]	[illegible]
Franklin	[illegible]	[illegible]	Polk	[illegible]	[illegible]
Gadsden	[illegible]	[illegible]	Putnam	[illegible]	[illegible]
Gilchrist		[illegible]	Santa Rosa	[illegible]	[illegible]
Glades		[illegible]	Sarasota	[illegible]	[illegible]
Gulf	[illegible]		St. Johns	[illegible]	[illegible]
Hamilton	[illegible]	[illegible]	St. Lucie	[illegible]	[illegible]
Hardee	[illegible]	[illegible]	Seminole	[illegible]	[illegible]
Hendry	[illegible]	[illegible]	Sumter		[illegible]
Hernando	[illegible]	[illegible]	Suwannee	[illegible]	[illegible]
Highlands	[illegible]	[illegible]	Taylor	[illegible]	[illegible]
Hillsborough	[illegible]	[illegible]	Union	[illegible]	[illegible]
Holmes	[illegible]		Volusia	[illegible]	[illegible]
Indian River	[illegible]		Walton	[illegible]	[illegible]
Jackson	15	[illegible]	Washington	[illegible]	[illegible]
Jefferson	[illegible]	[illegible]		962	942

OUT-OF-STATE

France		[illegible]	Kentucky		[illegible]
South America		[illegible]	Mississippi		[illegible]
Alabama			Pennsylvania		[illegible]
Georgia	19	24	South Carolina	[illegible]	[illegible]
Indiana	[illegible]		Tennessee	[illegible]	[illegible]
Kansas		[illegible]	West Virginia	[illegible]	[illegible]
				37	33
			Total	999	942

II. Graduation Data

1. Regular Students

DIVISIONS AND DEGREES

	1906-07	1907-08
GRADUATE DIVISION		
Master of Arts	[illegible]	[illegible]
Master of Science	[illegible]	[illegible]
COLLEGE OF ARTS AND SCIENCES		
Bachelor of Arts	[illegible]	[illegible]
Bachelor of Science	[illegible]	[illegible]
Bachelor of Science in Commerce	[illegible]	[illegible]
SCHOOL OF EDUCATION		
Bachelor of Arts in Education	[illegible]	[illegible]
Bachelor of Science in Education	[illegible]	[illegible]
Two-Year Diplomas	[illegible]	[illegible]
SCHOOL OF HOME ECONOMICS		
Bachelor of Science in Home Economics	[illegible]	[illegible]
Bachelor of Science in Nursing	[illegible]	[illegible]

SCHOOL OF MUSIC		
Bachelor of Music in Public School Music	6	3
Bachelor of Music in Organ	1	1
Bachelor of Music in Piano	1	1
Certificate in Organ	1	....
Certificate in Piano	1	2
Certificate in Voice	1	1
Certificate in Violin	....	1

2. Summer Sessions

DIVISION AND DEGREES

	1936	1937
GRADUATE DIVISION		
Master of Arts	3	4
Master of Science	....	1
COLLEGE OF ARTS AND SCIENCES		
Bachelor of Arts	7	10
Bachelor of Science	....	1
Bachelor of Science in Commerce	....	2
SCHOOL OF EDUCATION		
Bachelor of Arts in Education	21	27
Bachelor of Science in Education	10	18
Two-Year Diploma	79	66
SCHOOL OF HOME ECONOMICS		
Bachelor of Science in Home Economics	6	4
Bachelor of Science in Nursing	....	1
SCHOOL OF MUSIC		
Bachelor of Music in Public School Music	1	....

III. Registration Procedure

Upon the insistent request from the faculty the Registrar's Office has taken over wholly and completely the entire process of freshman registration. We have adopted the plan of sending to incoming freshmen a copy of our Freshman Bulletin which permits them to select their curriculum and electives before they come to the campus. They send to this office the curriculum in which they are interested indicating their electives. This comes to our office during the month of August and we in turn make up the student's schedule completely and have a copy of it ready to hand to the student when she comes to the office for registration. This greatly simplifies freshman registration and makes it possible for us to keep the sections approximately the same size and also an equal distribution among the integrated courses. This has worked most satisfactorily for the two years included in this biennium.

IV. College Publications

During the year 1937-38 we completely revised our annual Catalogue. The General Catalogue was re-written from beginning to end, everything being brought up to date in every respect. We also changed the type and style of the physical set-up of the Catalogue limiting each course write-up to a maximum of six lines. There was a standard form set up by your committee and all departmental write-ups conformed to this form, which we think is a great improvement. In addition to the improved appearance, we reduced the number of pages by more than fifty thereby saving several

hundred dollars in the cost of producing the Catalogue. We consider this a very important and worthwhile accomplishment.

V. The Office and Its Needs

Since our last Biennial Report we have moved into our new suite of offices which for the present gives us sufficient room to carry on our work very satisfactorily. As the College keeps pace however with modern educational practices with all of its details, the greater are the demands for service upon the Registrar's Office. More and more are we called upon to render service to different departments of the College, and as far as it is possible we are more than glad to render this service. We have reached the point however where we are not able, because of physical limitations, to render the service that we would like to. The fact that our office has taken over the registration of the freshmen brings greater and numerous demands on our staff. The ever-increasing demand for transcripts likewise places tremendous demands upon the time of the members of the staff. In this day of easy communication and rapid transit more and more are students transferring from one section of the country to another and from one institution to another. Every time a student transfers it is necessary to make an official transcript of the record of such student. For your information I list the number of transcripts called for and issued from this office during the calendar year 1937:

Month	Number Transcripts Furnished
January	85
February	108
March	56
April	89
May	56
June	143
July	328
August	242
September	157
October	115
November	39
December	79
Total	1440

The time for making one of these transcripts ranges from thirty minutes to two hours and thirty minutes. It is easy to see that this item alone makes a tremendous demand on the time of the staff in the office. Often we are really embarrassed because we are unable to get out a transcript promptly when it is requested. At one time during the summer we had more than 300 requests for transcripts on our desk at one time. This was at the time of our peak load in the office, and every girl wanted her transcript "immediately." Of course it was absolutely impossible to comply with all of these requests. The students and parents thought we were very negligent because we did not send these transcripts by return mail. They then began to write and wire the President and the Deans to see if something could be done about it. For weeks,

and even months, we put in twelve to fourteen hours a day trying to get out the transcripts as promptly as possible, but even then we would get two or three weeks behind.

If we are to continue the services we try to render in these matters it will be necessary that we have more help in the office. We are therefore asking that we be furnished an additional full-time assistant, or a duplicating machine which will aid us in our work.

Respectfully submitted,

S. R. Doyle,

Registrar.

REPORT OF THE LIBRARIAN

To the President:

I submit the following condensed report of the Library for the biennium July, 1, 1936 through June 30, 1938. The full report, from which this has been condensed, is on file in the president's office.

Growth and Use

In many respects the biennium has been noteworthy, especially in opportunities to purchase valuable additions to our collection, in gifts received, and in increased use of the library. Many of the significant gifts and purchases are noted in the complete report. A total of 9,671 volumes were added during the biennium, making the volumes in the library on June 30, 1938 a total of 72,945. The number of periodicals currently received was 446, an increase of 67 titles over the previous two years. Newspapers numbered 61, four of which are purchases. The others come as gifts from publishers in Florida and other states.

The active pamphlet collection now numbers 22,400. Of these 4,600 were added during the biennium. The picture collection, which is used more and more each year, contains 16,817 pictures mounted and filed. The number of pictures circulated during this biennium increased from 987 in 1934-36 to 2,352 in 1936-38.

The number of books borrowed from the library by students was 203,883. Questions answered which required the services of a trained person numbered 28,941, an increase of 8,165 over the previous biennium. For 1936-38 users of the Reference and Periodical Rooms alone totaled 175,923.

Needs

The Library continues to be unable to meet demands made upon it by both faculty and students. With prospects for an enormous increase in enrollment in the immediate future the need for increased equipment, housing facilities and staff becomes acute.

Staff. The staff is the same as in 1930, yet demands on the Library have more than doubled since that time. To meet present needs three additional staff are needed. If the minimum of service is to be given, three more will be needed as soon as the dormitory now under construction is completed.

Stacks. Another two years have passed with thousands of books added to the Library and no relief for overflowing stacks. Lack of shelf space is interfering with the usefulness of the Library. Books packed in a storeroom cannot be used. There is no remedy except more stack space. To cure for this crucial situation not only should the present stacks be completed but two entire tiers of stacks should be added.

Periodical Room. No more shelf space is available in the Periodical Room. Bound magazines are being packed in the storeroom until there is room to shelve them. The proposed balcony in the West end of the room has not materialized so the situation in this part of the Library has gone from worse to worst during the biennium.

The balcony does not offer any permanent solution to the problem of housing our periodicals. It will provide only temporary relief for a short time. Some permanent solution is necessary.

The housing of newspapers is hopelessly unsatisfactory at present. Papers are crowded into the lower stacks and piled in the storeroom, both places far removed from the Periodical Room. The increasing use of our newspaper files creates, under the present arrangement, a situation physically exhausting and academically exasperating to all concerned with it.

A stack wing adjacent to the Periodical Room is needed to give housing space for magazines and newspapers, and to solve some of the difficulties of administration. If we continue to purchase such resources, and they are a necessity for college work, they must be housed.

Reference Room. Temporary relief has been provided in the Reference Room this biennium by crowding the room with two long ranges of double-faced shelving in the center of the room. This not only mars the appearance of the room, but also reduces the size of aisles and cuts off light from low wall shelves. The problem of necessary space for the growing reference collection and increasing reference work is still unsolved.

Again I recommend that the space on the ground floor of the South wing of the building be used for expansion of the Reference Room. Equipped with stacks, this room would give relief to present crowded conditions and provide for growth for many years.

Provision should also be made for an office (convenient to the Reference Room) for the reference librarian. Conferences are a necessary part of good reference service, yet there is no place for such. Users of the Reference Room are constantly annoyed by conferences in the room. A small office would be of greatest help in giving more satisfactory reference service.

Lighting. In no place in the building is there adequate light. This condition has continued for years in spite of pleadings that it be remedied. Surely money could be spent for no better purpose than to remove a condition which is injurious to eyesight.

Catalog. Besides additions to the Periodical Room and Reference Room, the Cataloging Room is crowded to the point of discomfort and hindrance to the work of the cataloger. Quarters should be expanded or space provided elsewhere for such preliminary work as the pasting and stamping of books.

A full section of catalog trays must be added to the catalog to house the growing index to the library. Without this there is no way to find books added to the library.

Other needs are listed in detail in the full report already submitted.

Inter-Library Loans

Loans to us increased over the last biennium from 18 to 47 volumes. For these loans we are indebted to the University of Pennsylvania, Library of Congress, University of Indiana, University of Pittsburgh, Peabody College, University of New Hampshire, University of Wyoming, Wittenberg College, University of Florida, Northwestern University, Miami University (Ohio), University of Wisconsin, University of Illinois, University of North Carolina, Western Reserve University, Columbia University, West Texas Teachers College, University of Southern California, University of Texas, Duke University, Loyola University (Chicago), and University of Alabama.

Our Library lent books to University of Florida, University of Georgia, New Mexico State College, and Women's College of University of North Carolina. We also lent plans of the library building to Agnes Scott College and the State Teachers College at St. Cloud, Minnesota.

The Library was pleased to send to the Bibliothèque Royale of Belgium a full set of floor plans and pictures of the building. Ours was one of several college libraries invited to send plans.

Staff

In addition to the usual compiling of bibliographies, making of indexes, and filing which open up our material to faculty and students, the staff has prepared the first draft of a *Staff Manual*; has compiled a bi-monthly book list of new books, a bibliography of youth in the depression, a buying list of books for a junior college for women; and has revised and completed to date the index to our Florida agricultural documents.

There has been more than the usual turn-over in staff during these two years due to resignations of two members who resigned to be married. The second year of the biennium one person was added to the professional staff, restoring the cut made in 1933, and one person half-time for clerical work. Both of these are gratefully acknowledged.

Two members of the staff attended the meeting of the Southeastern Library Association in 1936 and the Florida Library Association in 1938. One member was one of the speakers at the 1938 meeting of the Florida Education Association and, at the request of the State Department of Public Instruction, serves on the Committee for a School Library Program in Florida. The librarian and members of the staff have spoken at various meetings of home demonstration clubs, institutes, book fairs, local civic clubs, and the Alumnae College held on our campus.

The staff is pleased to have as one of its members the author of "Over the Blue Wall", one of the outstanding children's books for 1937. The book is illustrated by the well-known illustrator, James Daugherty, and published by the University of North Carolina Press.

The staff spent considerable time in helping with the survey of Resources in Southern Libraries and in making the School Library Survey of Florida. Participation in all such cooperative enterprises is a part of our professional life and redounds to the credit of the college. Nevertheless it means an added burden which takes its toll in strength and time.

The staff in spite of inconveniences and handicaps have continued to do excellent work in a spirit of remarkable cheerfulness and devotion to duty.

Floridiana and Early Americana Collections

Through gifts, by careful watching for free material, and by constant checking of dealers' catalogues a number of maps, pamphlets, newspapers and books have been added to our Floridiana. Gifts have come from faculty, alumnae, interested friends, and from various departments of our state government. Both the Florida Archives Survey and the Florida Historical Records Survey have been generous in sending us some of their mimeographed publications.

Through continued cooperation with the McGregor Foundation many significant additions to our collection of early Americana have been made. Among these mention must be made of Sabin's monumental *Dictionary of Books Relating to America.*

Acknowledgements

The Library wishes to acknowledge the helpful service which is constantly given students and staff by the Florida State Library and the Florida Supreme Court Library. These two libraries supplement to an immeasurable extent resources of the college Library.

Senator Andrews and Representative Caldwell have supplied the Library with many valuable federal documents. Their constant thoughtfulness means much in attempting to keep up with files of these publications.

To the publishers of the Florida newspapers which come as gifts to the Library we are due thanks. These papers mean much to students from all parts of the state.

Toward the Future

Any plans for continued growth must include books other than those in printed form. By leaps and bounds microphotography and film books have changed the outlook on libraries of the future. Books in film form require planning of a sort which our Library has not yet known. Read-

ing machines, controlled humidity, regulated heat, storage facilities all enter into such planning. In other words, for the future as well as for the present, the Library building needs readjustment to the work for which it exists.

As a supplement to the book collection, the Library looks forward to having a pamphlet collection of considerable proportions. In this way we could supply a variety of material and information not available in books. Bulletins, reports, findings of committees, and a thousand other things collected can be made usable in this way. Space, staff, funds, and equipment enter into any effort in this direction.

The library staff looks forward to the time when a more effective study of our book collection can be made, to the end that weaknesses and strength of our resources may be evaluated and wise policies of buying formulated. A look forward includes also the desire for some bibliographical training for advanced students as well as time for individual instruction.

No library in this area is subscribing for the Catalogue of the Bibliothèque Nationale although two libraries in Florida are subscribers to the new Catalogue of the British Museum. Hardly a hope, but surely one of our dreams for the future is that we may get this monumental bibliographical tool for our library. More and more libraries within given areas are supplementing each other's collections by purchasing such colossal reference works. Since we have the Catalogue of the British Museum already within easy reach, it would enrich our own Library and library resources of our entire section could we purchase the Catalogue of the Bibliothèque Nationale.

The Library sees a need for something which, for want of better name, may be called a "curriculum laboratory." Such a room would hold materials of all sorts bearing on curricula, from as many sources as possible. The never-ending changes and revamping in our own offerings have created a demand for materials for comparison, not to mention the continued study of curricula in secondary schools.

In closing this report I wish to tender my appreciation to the Board of Control, to the President of the College, and to the Library Committee for their continued encouragement and support. To the departments of the College which have been considerate, patient, and helpful, I wish to extend my thanks. To my associates on the Library Staff I wish to express my gratitude for their excellent work, admirable spirit, and loyalty through the years.

Respectfully submitted,

Lottie Richardson,

Librarian.

REPORT OF THE STATE HOME DEMONSTRATION AGENT

BIENNIAL REPORT—JULY 1, 1936 THROUGH JUNE 30, 1938

Submitted by
MARY E. KEOWN
State Home Demonstration Agent

With the end of 1937 Home Demonstration Work in Florida completed a quarter of a century of existence. This twenty-fifth milestone occurring during the biennium just closed marks the continued progress of a program begun years ago upon a sound foundation. We who have the privilege of continuing the direction of this work in Florida recognize with appreciation our great opportunity to share in this service to our state. We can see in rural homes in even the most remote areas the results of the splendid work done by the 101,429 women and the 149,159 girls who have voluntarily enrolled themselves in Home Demonstration Work during these twenty-five years. The second quarter-century has begun during this biennium with many evidences of continued progress in results secured in the work and of cordial relationships enjoyed with other organizations in the state.

Personnel

Headquarters for the State Home Demonstration Staff are maintained at the Florida State College for Women. Early in the first year of this biennium Miss Flavia Gleason resigned as state agent and was succeeded by the present state agent. Miss Ethyl Holloway became district agent in East Florida. Three district agents supervise the work in the field; four specialists supply detailed subject-matter in Gardening and Food Conservation, Nutrition, Clothing and Textiles, Home Improvement. Other specialists from the Agricultural Extension Service assist in Home Demonstration Work. Thirty-eight county home demonstration agents work in the various counties, an increase of two agents over the last biennium.

Seven new appointments or transfers have been made in county positions. Four county home demonstration agents have been Florida 4-H club girls. All agents appointed hold degrees in home economics and from training and experience are equipped to intelligently assist rural people to meet their needs. Twenty-three of the state and county workers hold bachelor's degrees and five master's degrees. Nineteen were graduated from the Florida State College for Women. The agents have attended thirty-three other colleges or universities. Nineteen agents are native-born Floridians, while others claim as their native states the following: Alabama, 5; Georgia, 6; Mississippi, 3; Kentucky, 2; Tennessee, 3; and one each from Montana, Virginia, Ohio, Minnesota, Wisconsin, California, Illinois, Missouri and Canada. This diversity of background and experience among the staff members precludes any chance

that the general program will be governed by a narrow point of view and at the same time provides the kind of personality, background and training in the workers which helps them to meet the needs and wishes of the many types of people found in our cosmopolitan state.

Experiences of the past biennium show three factors concerning personnel need careful consideration—First, how to keep our present staff members professionally up-to-date and in good physical health in spite of their unusually heavy work; second, how to take care of the older agents who soon must be retired; and third, where to secure capable home demonstration agents suited by temperament and proper training for work in our state.

This last point is of special concern to the College in planning its curriculum. The efficient home demonstration agent needs a wide training in matters concerning country life and farm activities. Some additional courses may need to be added for graduate or undergraduate students or perhaps present courses should be adapted to suit the requirements of prospective home demonstration agents. We need some plan for employing assistant agents who can work for a time under the direction of successful agents. Such a plan will properly train future agents, prepared to render the kind of service they should give, to the people of this state.

Fourteen state or district meetings or conferences have been held for county agents in service, to give them seasonal or new information needed in their work. Members of the faculty of Florida State College for Women and the University of Florida have assisted with these training meetings. Seven agents enrolled for summer schools or correspondence courses.

Professional honors have come to home demonstration workers through the election of county home demonstration agents to the presidency of two outstanding professional organizations in Florida, the Florida Home Economics Association and the Florida State Dietetic Association. State Staff members have served officially in state and national organizations.

Home Demonstration Work among negroes is directed by the state agent through a negro district home demonstration agent appointed in August 1936 who supervises the work of eight negro local county home demonstration agents. Headquarters for Negro Home Demonstration Work are provided at the Florida A. & M. College, Tallahassee. Negro home agents report to the county home demonstration agents in their respective counties for advice and subject-matter information.

Scope of Home Demonstration Work in the State

Records show the 28 county home demonstration agents employed have organized work underway in 592 rural communities in addition to special services given to individuals and groups in many others. Three hundred

and seventeen home demonstration clubs are organized for women and 326 for girls. County home demonstration agents gave 15,063 method demonstrations during the biennium on various phases of work attended by 247,315 people; they answered 44,109 telephone calls; wrote 63,203 letters and 5,489 newspaper articles and made 309 radio talks.

Member of the State Staff reported similar activities, as they spent approximately twothirds of their time working with agents in the field, the balance of the time being devoted to planning of effective work and to preparation of subject-matter information on utilization of Florida food products; and other problems connected with clothing, housing and managing the activities of the family.

Forty-nine bulletins and circulars were written or revised on the subjects of Food Conservation, Food Preparation and Clothing with special application to Florida conditions.

During the biennium there was a total enrollment of 15,787 Florida women and 20,096 girls working under the direction of the home demonstration agents to conduct practical demonstrations in their own homes on improvements needed there. Enrollment of girls in the 4-H clubs is greater by 1,139 girls than at the close of the last biennium. Enrollment of women is increased by 534.

Records show and staff members are confident that the amount of work done by demonstrators has been increased also and that their appreciation of "quality" results is much greater than at any previous time. Pride in high quality in all their undertakings and the need for quality standards in the home has been stressed in all phases of Home Demonstration Work with both youth and adults.

The demonstration method of teaching is the one used most effectively by home demonstration agents. A complete demonstration of some improvement needed in the home is decided on by the girl and woman enrolled as a demonstrator; a definite plan of procedure is made by her using the advice of the home demonstration agent, and then the plan is carried out probably over a long period of time. Careful records are kept to determine the value of the results and to serve as a guide for future plans. The successful demonstration becomes a convincing proof of the soundness of the improved methods and practices recommended by the agents and its success serves as an object lesson to the community. There were 42,211 interested people who visited the demonstrations of Florida women and girls during the past two years. Therefore, the demonstrations contribute greatly to the general welfare of the entire family as a result of improved attitudes and justifiable pride in worthwhile accomplishments. As their influence was extended to many others, demonstrations contributed to the welfare of the entire community and brought excellent results in improved standards of family and community life.

County and State Home Demonstration workers have cooperated in a definite way with the following agencies by providing reliable subject-matter or assisting in organization plans: Farm Security Administra-

tion; Soil Conservation Program; National Youth Administration; Farm Credit Administration; Works Progress Administration through the Homemaking Division and the Division of Adult Education; American Red Cross; Rural Electrification Administration; State Board of Health; State Tuberculosis Association; State Congress of Parents and Teachers; Florida Federation of Women's Clubs; Councils of Social Work; Business and Professional Women's Club. This cooperation has increased the work of the home demonstration agents materially, but also gives fine returns in cordial relationships and aids in extending home demonstration information to a larger number of people. The State Home Demonstration Council participated in the program of the Woman's Institute held each June in Tallahassee.

Plans of Work

State, district and county home demonstration agents and home demonstration specialists have developed their plans of work so they might be able to most effectively furnish the useful information available from all research sources to the largest possible number of people desiring it, making it easily available at the time they needed this help, and in the form they could make practical use of it. Improved plans have been made and carried out for a more equitable distribution of the time of staff members in counties served by county home demonstration agents and also in those counties not employing agents, for economy of travel through making general itineraries at least two months in advance, and for effectiveness of teaching in both adult and junior work. Planned monthly state staff conferences and state and district conferences for training agents in service helped to unify the entire Home Demonstration program and to correlate the activities of all Home Demonstration workers.

Analysis of work accomplished made at each monthly staff meeting, helped all state workers to understand the general plan of work in the state and to relate their efforts to the general plan and to adapt their plans to immediate needs of the people of the state.

The development of practical programs, fitting Home Demonstration Work into economic and social situations, establishment of result demonstrations, increasing the family income through home earning activities, distribution of concise tabulated reports of accomplishments in the counties, presenting the facts to civic organizations, using Florida products through Florida Dinners, thrift meals, etc., exhibits and achievement days, tours to established demonstrations in the home such as pantries, poultry flocks, gardens, home improvement, and clothing, local shopping tours, use of press and radio, assisting other agencies in matters worthwhile for the good of the community, are methods which continue to be successful in creating sentiment for Home Demonstration Work because these tangible results create better understanding of the scope and value of this service.

Programs of Home Demonstration Work

All Home Demonstration activities have emphasized the use of Florida products and the development of the resources of the state. Home Demonstration workers have taught the real economic and social value of health, welfare and happiness for all members of the rural family.

State and district agents have been responsible for assisting county workers to formulate and exercise the practical county programs of work and to render state-wide service in counties not employing agents. Specialists are responsible for supplying up-to-date and reliable subject matter, and assisting the agents in effective methods of teaching this needed information.

Each county follows a definite program with immediate and long-time goals definitely set up and clearly understood in the county by home demonstration members and cooperating agencies. Local people function as individuals and in organized groups in planning and carrying out the program.

Community Clubs which meet at least once monthly are organized in 532 communities, an increase of 32 communities over the last biennium. The 1938 records show that home demonstration agents in organized counties now serve 532 of the 584 communities where Extension Work should be conducted.

County Councils of Home Demonstration Work composed of representatives of all clubs meet quarterly to help the agents plan and guide programs in the counties. Twenty-seven counties have councils for girls' work, an increase during this biennium of four councils, and 28 counties have councils for women, an increase of seven councils.

State Councils for both girls' and women's work develop plans for state-wide work for which they are responsible. Both State Councils have maintained scholarship funds used by worthy 4-H girls at the Florida State College for Women, the total amounting to more than $2,000.00 in the last few years.

Agricultural Program Planning Councils have been developed in at least twelve counties relating activities of Home Demonstration Work to the recommendations of the Federal Agricultural Extension Service and the Agricultural Adjustment Administration. Farm women representing Home Demonstration Councils served as members of all County Planning Councils. All home demonstration agents attended district meetings for all Extension Service Agents to learn the general provisions of the Agricultural Adjustment Administration. Through this knowledge they have been able to help farm families understand what the program offers for better family living.

Local Leadership—Through all these activities the value of trained local leaders has been apparent. Capable leadership is a primary need of rural life in our state and Home Demonstration activities have served as a training ground for young people as well as adults. There were

2,537 women and girls as compared to 955 women and girls reported for the close of the last biennium, served as volunteer, unpaid leaders who assumed definite duties to assist the agent. These leaders can serve best when they understand rural needs by gathering facts and analyzing them in terms of local situations, and this is the basis of successful home demonstration programs.

Major Phases of Home Demonstration Work dealt with the following everyday activities of the rural home: Home Gardens and Orchards; Home Poultry; Nutrition; Food Conservation and Canning; Meal Planning and Cookery of Florida Foods; Clothing; House Furnishings; Beautification of Home Grounds; Home Management; Family Relations; Home Sanitation; Community Activities; Home Industries.

General Program—Because of the generally low income of rural families in Florida, all Home Demonstration programs recognize the following primary needs: First, wise management of all farm and home activities to secure an increase in income, either in cash or kind; in this connection the Live-at-Home Program was stressed and also the possibilities of developing home industries through the use of home-manufactured salable products from native materials.

There were 17,872 home gardens grown by demonstrators; 913 calendar orchards were planted because many Florida homes still use too small an amount of fruit for healthy living; 3,096 poultry flocks managed; 7,430 home dairy cows owned; 3,284,187 quarts of vegetables and fruits were canned 273,295 quarts of meat were stored in home pantries. Over 200 tons of lard and 13 tons of soap were made as valuable by-products. The results secured by Negro farm families would increase the above totals considerably. Cash sales reported by the women and girls from their home industries totaled $301,692.95 while Negro women and girls reported $42,319.00 cash received from their sales of surplus.

Club girls and women have used their ingenuity to increase their incomes by such activities as renting use of their home equipment such as pressure cookers and sealers, community and roadside markets, native plantings for Christmas greens and wreath making, growing wild plants for profit, making craft articles from discarded or old materials and many other interesting jobs.

The value of farm products used at home at current market prices as reported by the demonstrators includes the following: Poultry products, $254,952.00; canned fruits and vegetables at ten cents per quart and canned meats at twenty-five cents a quart, $419,253.00. There were 4,296 families reported using at least one quart of milk per day for each child and one pint per adult. More than half the number of women and girls enrolled grew home gardens. All these productive activities certainly made financial contributions to the income but more important, added good food to the dietary of hundreds of Florida families. In 1937, reports show 7,799 women and girls conducted nutrition demonstrations in the homes.

The second point emphasized in all home demonstration programs was how to spend the resources of money, time and energy to gain greatest satisfaction for the entire family. This involved careful planning, better management, and greater stress on consumer education and better buying of needed commodities and additional emphasis on family and community activities.

There were 3,054 families who reported they were following a carefully thought out plan for providing the family food supply at home and 9,618 reported budgeting their food expenditures; 4,258 families conducted complete demonstrations in clothing the family economically, and reported that a result of their careful management they estimated they had saved many thousands of dollars; 905 families reported following a family budget; 4,452 families reported they had followed definite plans for every-day good housekeeping to insure neatness, orderliness and cleanliness in the home.

There were 717 kitchens rearranged for convenience; 2,968 families made labor saving conveniences; 2,909 repaired furniture; 603 sanitary toilets were installed; 2,620 mattresses were made or renovated; 14,706 individuals reported greatly improved health as a result of their sanitation program and control of flies, mosquitoes, etc.

As a result of this wise planning and thrifty management in all phases of home and farm activities, more cash was available to spend for desired improvements. A total of 2,191 buildings were built or remodelled; 603 water and light systems installed; 1,168 homes were screened; $24,189 worth of home appliances were bought; 3,453 individuals selected improved home furnishings.

The surroundings of 1,260 home were made more beautiful by the women and girls enrolled in home beautification; 3,273 home planted shrubbery and trees and 1,928 homes improved lawns. Naturally this general thrift and improvement in the homes contributed to a greater interest in community activities. Recreation programs were developed in 324 communities; 53 community buildings or club rooms and many community canning centers were established. Three hundred and fifty-one clubs improved school or community grounds while 92 assisted in establishing libraries.

Recognition of the value of the definite contributions made to the resources of the state as shown by such records as those given above has earned for Home Demonstration Work the approval and support of business and civic organizations and thoughtful individuals over the state. As evidence of their wish to assist in the program, they have contributed their time and advice to furthering the program and have made available to the home demonstration agents a total of more than $12,000.00 cash to be used as awards for work well done by girls and women enrolled.

Home Demonstration Work could not grow nor serve the state wisely were it not for the support given so freely by so many people who have helped the Home Demonstration workers to develop a practical program.

Rural people are most concerned and deserve just credit for satisfactory results. Business organizations, educational agencies and civic groups of towns and cities, newspapers, farm publications and radio services all have aided the program generously.

Outstanding Activities

State Short Course. This event is the highlight of the year for Home Demonstration girls and attendance is an honor which can be secured only by earning it. 1937 marked the twenty-fifth annual Short Course held in Florida. The first Short Course of 1912 was held at Florida State College for Women and attended by 9 "Tomato Club" girls. At the Jubilee Short Course of 1937 the attendance was limited to 572 girls from 37 counties. Three former "Canning Club" girls of the early days attended with their 4-H club daughters of today. The first home demonstration agent appointed in Florida was present. The first club member in Florida to receive any state-wide honors for club work was a Corn Club girl attending the Short Course in Gainesville in 1910; she was present in 1937 with her 4-H club daughter; she serves as a local leader in her community. These facts show the permanent hold that Home Demonstration Work has on the interests of club members past and present.

The President of Florida State College for Women, Dr. Edward Conradi, has welcomed the club girls to each successive Short Course and both personally and officially always gives kindly and generous cooperation.

Civic, social and business organizations, Board of County Commissioners, Boards of Public Instruction and many individuals during the biennium gave a total of 1096 Short Course scholarships with a minimum valuation of $8,763.00. College 4-H Club girls have assisted with both Short Courses so receiving valuable training in organization and serving as a fine example to the younger girls.

The College 4-H Club is composed of approximately 75 former 4-H club girls now enrolled in the Florida State College for Women. These girls have won campus honors including election of members to Omicron Nu, honorary Home Economics society, the College Glee Club, to editorship of college publications, winner of college original song contest, election to class offices, presidencies of campus organizations, etc. Faculty members state they find the girls dependable and adaptable and give credit for these qualities to their 4-H club training.

Each year the College 4-H Club of Florida State College for Women and the Agricultural Club of the University of Florida hold a joint meeting to promote good feeling and understanding among rural young people. These clubs have unique distinction of holding in February 1938 the first Rural Youth Conference held in the United States. The young people led discussions on "Needs of Rural Life in Florida" and analyzed what they could do to help meet the needs. They felt that since Florida had provided means for them to secure a good education they should pledge their efforts to repaying that debt by thoughtful service.

Scholarships. The State Council of Senior Home Demonstration Work maintained a loan fund with a value of approximately $2,000.00 to be used by worthy 4-H Club girls enrolled as juniors or seniors in Florida State College for Women. Four girls used this fund during the biennium.

The State Junior Council each year provided a cash scholarship fund for six girls for use in college during the biennium.

Project Activities. Since Home Demonstration Work is a part of the Florida Agricultural Extension Service, a summarized report on project activities during the biennium will be found in the printed report of the Agricultural Extension Service issued from the University of Florida.

Finances

Home Demonstration funds provided by the Florida State College for Women were budgeted as follows:

	1937-38	1938-39	Remarks
Extension Nutritionist, salary	$ 2,064.00	$ 2,064.00	
Stenographer	1,478.40	1,478.00	
Janitor	450.00	450.00	
Special Janitor Service	10.00	10.00	
Extension Nutritionist, travel	1,000.00	1,000.00	
Operating Expense	1,797.50	1,797.50	
Printing	500.00	500.00	
Short Course	202.50	202.50	
	$ 7,500.00	$ 7,500.00	$ 15,000.00

Recommendations

To further develop the Home Demonstration program during the next biennium the following matters should be considered:

1. Increased research on problems faced by the Florida rural family, including such general subjects as Housing, Rural Electrification, Foods and Nutrition, Clothing and Textiles.

2. Facilities for better training of prospective Home Demonstration workers and agents in service by arranging for special instruction courses and the employment of assistant agents.

3. A plan for retirement with some financial security of home demonstration agents who have given long and faithful service.

4. Additional equipment, additional clerical service, and increased space for home demonstration offices at the Florida State College for Women.

Conclusion

For the splendid support given the program of Home Demonstration Work by the President and other members of the administrative staff and faculty of the Florida State College for Women which has contributed greatly to the progress of this work in the state, the Home Demonstration workers of Florida wish to express their sincere appreciation.

Respectfully submitted,

Mary E. Known,

State Home Demonstration Agent.

BULLETIN

Florida State College for Women

Report of the Business Manager for Year Ending June 30, 1938

J. G. Kellum, Business Manager

Report of the Business Manager for Year Ending June 30, 1938

JULY 15, 1938.

Dr. Edward Conradi, President,
Florida State College for Women,
Tallahassee, Florida.

DEAR SIR:

I am submitting herewith financial report of the Florida State College for Women for the year ending June 30, 1938.

This report is summarized and includes a balance sheet with supporting schedules of all funds of the college, including auxiliary activities and students' accounts.

This report is set up in accordance with the general plan for institutional accounting, as recommended by the National Committee on Standard Reports for Institutions of Higher Learning.

Respectfully submitted,

J. G. KILLUM,

Business Manager.

Exhibit A

BALANCE SHEET
June 30, 1958

ASSETS

I. CURRENT FUNDS		
A. General—		
Cash		
Cash held by College Treasurer (Secured)	$ 153,919.62	
Cash held by State Treasurer	36,366.02	
Petty Cash	25,311.03	$ 216,165.67
Inventories:		
Bookstore	10,553.47	
Dining Hall	13,499.04	
Duplicating Department	651.44	
Supply Store	8,577.62	33,282.57
Total General Funds		249,448.24
B. Restricted—		
Cash		
Cash held by College Treasurer (Secured)	187.38	
Cash held by State Treasurer	670.66	
Total Restricted Funds		858.04
Total Current Funds		250,306.28
II. LOAN FUNDS		
Cash held by College Treasurer (Secured)	5,265.89	
Notes Receivable (Schedule C-4)	17,049.68	
Total Loan Funds		22,314.57
III. ENDOWMENT FUNDS		
Cash		
Cash held by College Treasurer (Secured)	250.00	
Cash held by State Treasurer	1,201.81	
Investments (Schedule D-1)		
Bonds held by Board of Control	24,000.00	
Bonds held by State of Florida	66,400.00	
Real Estate Owned (Estimated value)	105,500.00	
Total Endowment Funds		207,351.81
IV. PLANT FUNDS		
A. Unexpended Funds		
Cash held by College Treasurer (Secured)	2,327.06	
Cash held by State Treasurer	3,071.30	5,398.36
B. Invested in Plant		
Land (Exhibit E-2)	118,931.84	
Buildings (Exhibit E-2)	2,487,641.79	
Improvements (Exhibit E-2)	337,166.30	
Equipment (Exhibit E-2)	839,969.02	3,783,708.15
Total Plant Funds		3,788,906.51
V. AGENCY FUNDS		
Cash held by College Treasurer (Secured)		51,935.11
Grand Total, Assets		$4,320,897.28

Exhibit A

BALANCE SHEET
June 30, 1938

LIABILITIES

I. Current Funds		
A. General—		
Current Surplus Reserved for Balances of Auxiliary Enterprises	$ 126,927.89	
Nonmandatory Expense	230.00	
Unappropriated Balances		
College Funds	2,166.76	
State Funds	36,906.42	
	216,163.42	
Invested in Inventories	33,242.57	
Total General Funds		$ 249,405.24
B. Restricted—		
Student Deposits for Keys	191.69	
Student Fees for Home Management House	43.96	
State Funds	429.66	
Total Restricted Funds		658.04
Total Current Funds		250,306.28
II. Loan Funds		
Balance July 1, 1937	22,207.02	
Additions for Year Ended June 30, 1938	107.55	
Total Loan Funds		22,314.57
III. Endowment Funds		
Seminary Fund	67,601.81	
Estate of James D. Woodcock	129,736.69	
Estate of Albert W. Gilchrist	10,000.00	
Total Endowment Funds		207,338.81
IV. Plant Funds		
A. Unexpended Balances		
College Funds	2,327.96	
State Funds	3,071.59	5,399.36
B. Invested in Plant		
Balance July 1, 1937	3,659,161.93	
Net Additions for the year ended June 30, 1938	124,429.22	3,783,591.15
Total Plant Funds		3,788,990.51
V. Agency Funds		
Balance in Club Deposits	15,639.09	
Balance in Student Activity Fee	36,253.47	
Balance in Wolfeian Institute Fund	41.95	
Total Agency Funds		51,935.11
Grand Total, Liabilities		$4,328,937.28

Exhibit B

CURRENT RECEIPTS AND DISBURSEMENTS
For the Year Ended June 30, 1938

RECEIPTS:			
Educational and General—			
Student Fees (Net)		$ 23,318.46	
Public Appropriations—			
State	$349,250.00		
Federal	250.00	349,500.00	
Endowment Receipts		3,246.76	
Other Miscellaneous Sources		1,973.56	
Total Educational and General (Schedule B-1)			$831,038.37
Auxiliary Enterprises—			
Bookstore		35,365.74	
Demonstration School Cafeteria		1,865.02	
Dining Hall		284,351.36	
Duplicating Department		6,122.92	
Farm		29,979.36	
Infirmary		19,890.08	
Laundry		27,465.93	
Physical Education Fees		14,173.03	
Post Office		17,104.04	
Rental Property		980.00	
Residence Halls		82,721.03	
Supply Store		4,473.08	
Truck		1,963.23	
Total Auxiliary Enterprises (Schedule B-1)			490,744.48
Non-Educational Receipts (Schedule B-1)			921.25
Total Receipts			1,322,702.27
DISBURSEMENTS:			
Educational and General—			
General Administration and Expense	77,724.15		
Instruction	366,435.91		
Extension	7,300.00		
Libraries	27,242.32		
Operation and Maintenance of Physical Plant	116,540.49		
Total Educational and General (Schedule B-2)		603,662.94	
Auxiliary Enterprises—			
Bookstore	33,155.14		
Demonstration School Cafeteria	1,198.46		
Dining Hall	242,150.60		
Duplicating Department	6,202.83		
Farm	26,747.21		
Infirmary	19,204.90		
Laundry	27,124.40		
Physical Education Fees	14,376.32		
Post Office	16,921.06		
Rental Property	892.80		
Residence Halls	80,954.14		
Supply Store	3,574.11		
Truck	988.25		
Total Auxiliary Enterprises (Schedule B-2)		476,543.41	
Non-Educational Expense (Schedule B-2)		671.35	
Total Disbursements			1,082,256.84
Excess of Receipts over Disbursements—			
Educational and General		28,184.52	
Auxiliary Enterprises		10,200.34	
Non-Educational		250.00	
Excess of Receipts over Disbursements			38,565.43

SUMMARY OF CURRENT-FUND SURPLUS

BALANCE JULY 1, 1937			*178,326.88
ADD—Excess of Receipts over Disbursements for the Year Ended June 30, 1938			38,565.43
Balance June 30, 1938			216,892.31
CONSISTING OF:			
Balance of Auxiliary Enterprises		178,822.46	
Unappropriated Receipts		38,092.79	
Non-Educational		250.06	
Restricted Funds—Expendable Fund Balance (Exhibit A)		726.84	
Total, as above			$216,892.31
*Balance as shown in Report for Preceding Year	179,348.13		
Deduct Cancelled Warrant returned	1,021.25		
True Balance for year ending June 30, 1937	$178,326.88		

Schedule B-1

CURRENT RECEIPTS (BY SOURCE)
For the Year Ended June 30, 1938

	General College Receipts	Restricted Receipts	Total Receipts
I. Educational and General			
A. Student Fees (Net)	$ 73,168.73	$ 749.92	$ 73,918.65
B. Public Appropriations			
1. State (for Current Expense)			
Salaries and Wages	410,000.00	15,250.00	425,250.00
Travel, Repairs, Operation and other necessary and regular expense	120,000.00	3,500.00	123,500.00
Total State	530,000.00	18,750.00	548,750.00
2. Federal—Smith-Hughes	.....	750.00	750.00
C. Endowment Receipts			
1. Interest on Seminary Fund	1,794.76	.....	1,794.76
2. Receipts from Estate of James B. Westcott	2,000.00	2,000.00	4,000.00
Total Endowment Receipts	3,794.76	2,000.00	5,794.76
D. Other Sources			
1. Special Repair Department	1,638.83	.....	1,638.83
2. Miscellaneous	334.73	.....	334.73
Total Other Sources	1,973.56	.....	1,973.56
Total Educational and General (Exhibit B)	608,937.05	22,249.92	631,186.97
II. Auxiliary Enterprises (Schedule B-2)			
A. Bookstore	.....	55,566.74	
B. Demonstration School Cafeteria	.....	1,395.07	
C. Dining Hall	.....	264,550.56	
D. Duplicating	.....	4,131.97	
E. Farm	.....	23,920.56	
F. Infirmary	.....	21,890.68	
G. Laundry	.....	27,495.93	
H. Physical Education Fees	.....	14,373.61	
I. Post Office	.....	17,154.04	
J. Rental Property	.....	900.00	
K. Residence Halls	.....	52,721.63	
L. Supply Store	.....	4,472.03	
M. Truck	.....	1,061.23	
Total Auxiliary Enterprises (Exhibit B)	.....	489,744.05	489,744.05
III. Other Receipts for Non-Educational Purposes (Schedule B-3)			
A. Scholarships			
1. Endowment Receipts	.....	350.00	350.00
2. Gifts	.....	571.25	571.25
Total Other Non-Educational Receipts (Exhibit B)	.....	921.25	921.25
Combined Totals	$ 608,937.05	$ 512,915.22	$1,121,852.27

Schedule B-2

CURRENT DISBURSEMENTS BY OBJECT
For the Year Ended June 30, 1938

	See Schedule	Grand Total	Salaries and Wages
(1) EDUCATIONAL AND GENERAL			
1. General Administration and Expense	B-2a	$ 77,724.15	$ 56,608.76
2. Instructional and Departmental Research			
A. Colleges, Schools and Departments			
College of Arts and Sciences	B-2b	220,338.23	201,632.19
School of Education	B-2c	84,782.31	77,942.34
School of Home Economics	B-2d	25,429.03	21,418.18
School of Music	B-2e	34,116.34	30,951.03
Total Colleges, Schools and Departments		364,615.91	331,943.71
3. Home Demonstration Extension	B-2f	7,500.00	3,994.77
4. Libraries	B-2g	37,161.55	22,833.09
5. Operation and Maintenance of Physical Plant	B-2h	116,040.49	32,505.39
Total Educational and General (to Exhibit B)		603,042.10	447,975.54
(2) AUXILIARY ENTERPRISES	B-2i		
1. Bookstore		53,155.14	6,975.59
2. Demonstration School Cafeteria		1,198.66	.....
3. Dining Hall		242,159.03	51,336.61
4. Duplicating Department		6,202.85	2,648.47
5. Farm		30,747.23	9,647.38
6. Infirmary		19,206.90	10,550.31
7. Laundry		27,131.40	20,267.11
8. Physical Education Fee		14,370.92	4,453.05
9. Post Office		16,812.06	1,110.65
10. Rental Property		102.80	.....
11. Residence Halls		69,974.14	25,872.25
12. Supply Store		7,576.11	1,015.00
13. Truck		903.25	.....
Total Auxiliary Enterprises (to Exhibit B)		479,543.49	133,895.82
(3) OTHER NON-EDUCATIONAL EXPENSE			
1. Scholarships (to Exhibit B)	B-2j	671.25	671.25
Combined Totals		$1,083,256.84	$ 582,542.61

Schedule B-2

CURRENT DISBURSEMENTS BY OBJECT
For the Year Ended June 30, 1938

Other Current Expense						Equipment	Buildings and Improvements
Total	Office Expense	Printing & Publications	Travel	Operation	Repairs		
$ 19,073.04	$9,140.41	$3,121.00	$ 997.62	$ 5,814.01	.....	$1,952.25	.....
8,162.42	67.47	.....	519.73	7,575.22	.....	10,543.62	.....
4,812.34	291.21	.....	261.25	4,259.88	.....	1,977.63	.....
2,761.88	189.10	.....	297.38	2,211.00	$ 66.40	1,246.97	.....
2,080.46	78.28	.....	129.60	887.98	1,384.60	484.88	.....
18,419.10	626.06	.....	1,207.96	14,934.08	1,651.00	14,253.10	.....
3,505.23	.....	.....	967.05	2,538.18	.....	.....	.....
765.39	.....	.....	.....	765.39	.....	13,562.16	.....
37,728.75	.....	.....	.....	20,600.56	17,068.19	8,620.67	837,185.77
79,491.51	9,766.47	3,121.00	3,172.63	44,712.22	18,719.19	38,389.28	37,185.77
46,137.13	270.39	.....	.....	45,846.54	20.20	42.42	.....
1,072.86	.....	.....	.....	1,071.30	1.56	125.89	.....
180,097.67	478.46	.....	.....	175,408.57	4,809.64	10,110.35	.....
2,644.45	5.66	.....	.....	2,567.54	71.25	909.93	.....
9,526.18	48.60	.....	.....	8,184.58	1,293.00	1,217.93	300.74
3,520.81	166.05	.....	.....	2,662.36	692.40	2,174.78	2,961.05
4,881.28	37.60	.....	.....	4,171.98	671.70	1,966.01	.....
7,872.97	275.16	.....	.....	6,453.59	1,094.22	2,094.90	.....
15,652.19	7.09	.....	.....	15,636.72	8.38	49.22	.....
12.36	.....	.....	.....	.....	12.36	90.44	.....
27,010.50	609.15	.....	.....	11,498.32	14,843.03	4,964.69	12,126.70
6,561.11	51.89	.....	.....	6,509.22	.....	.....	.....
3.25	.....	.....	.....	3.25	.....	900.00	.....
305,537.76	2,010.05	.....	.....	290,000.97	23,517.74	24,661.42	15,448.69
.....	.....	.....	.....	.....	.....	.....	.....
$385,029.27	$11,776.52	$3,121.00	$3,172.62	$334,712.19	$42,236.93	$63,050.70	$52,634.26

Schedule B-2.1

ANALYSIS OF DISBURSEMENTS BY SOURCES OF FUNDS AND OBJECT CLASSIFICATION

	Total	Salaries and Wages	Office Expense
(1) EDUCATIONAL AND GENERAL			
State Appropriations from General Revenue Fund	$537,359.49	$413,994.77	
State Appropriations from Americanism and Southern History Fund	2,500.00	2,500.00	
State Appropriation to Match Federal Smith-Hughes Fund	750.00	750.00	
County Funds for Demonstration School Students	8,000.00	8,000.00	
Federal Appropriation from Smith-Hughes Fund	750.00	750.00	
Fees, Sales and Miscellaneous Sources	46,448.14	17,758.55	
Endowment Receipts	7,234.47	4,222.22	
Total Educational and General	603,042.10	447,975.54	9,766.47
(2) AUXILIARY ENTERPRISES			
Earnings	445,965.67	118,897.46	1,568.84
Fees, Sales and Miscellaneous Sources	33,577.82	15,003.36	441.21
Total Auxiliary Enterprises	479,543.49	133,895.82	2,010.05
(3) NON-EDUCATIONAL EXPENSE			
Endowment Receipts and Gifts	671.25	671.25	.....
Combined Totals	$1,083,256.84	$ 582,542.61	$ 11,776.52

Schedule B-2.1

ANALYSIS OF DISBURSEMENTS BY SOURCES OF FUNDS AND OBJECT CLASSIFICATION

Printing and Publications	Travel	Operation	Repairs	Equipment	Buildings and Improvements
		$123,364.72			
		28,669.59			
		3,012.25			
3,121.00	3,172.63	44,712.22	18,719.19	38,389.28	37,185.77
.....	.....	270,894.02	21,731.12	20,391.79	12,487.44
.....	.....	9,115.95	1,786.62	4,269.63	2,961.05
.....	.....	280,009.97	23,517.74	24,661.42	15,448.49
.....	.....	.....	.....	.....	.....
$ 3,121.00	$ 3,172.63	$ 324,722.19	$ 42,236.93	$ 63,050.70	$ 52,634.26

Schedule B-2.2

FUND DISTRIBUTION OF CURRENT DISBURSEMENTS
For the Year Ended June 30, 1938

	See Schedule	Total
(1) EDUCATIONAL AND GENERAL		
1. General Administration and Expense	B-2a	$ 77,726.15
2. Instruction and Departmental Research		
A. Colleges, Schools and Departments		
College of Arts and Sciences	B-2a	230,338.28
School of Education	B-2c	84,782.31
School of Home Economics	B-2e	35,429.03
School of Music	B-2g	34,116.34
Total Instruction and Departmental Research		364,615.91
3. Home Demonstration Extension	B-2r	7,500.00
4. Libraries	B-2o	37,161.55
5. Operation and Maintenance of Physical Plant	B-2n	116,040.49
Total Educational and General (to Exhibit B)		603,042.10
(2) AUXILIARY ENTERPRISES	B-2t	
1. Bookstore		53,155.14
2. Demonstration School Cafeteria		1,198.66
3. Dining Hall		242,159.03
4. Duplicating Department		6,202.85
5. Farm		20,747.23
6. Infirmary		19,206.90
7. Laundry		27,134.40
8. Physical Education Fees		14,370.92
9. Post Office		16,812.06
10. Rental Property		102.80
11. Residence Halls		69,974.14
12. Supply Store		7,576.11
13. Truck		903.25
Total Auxiliary Enterprises (to Exhibit B)		479,543.49
(3) OTHER NON-EDUCATIONAL EXPENSE		
1. Scholarships (to Exhibit B)	B-2r	671.25
Combined Totals		$1,083,256.84

Schedule B-2.2

FUND DISTRIBUTION OF CURRENT DISBURSEMENTS
For the Year Ended June 30, 1938

General College Receipts	Restricted Federal and State Funds	Sales and Fees Restricted to Departmental Use	Restricted (Trust) Funds
$ 77,724.15	.....	.....	.....
217,838.23	$ 2,500.00	.....	.....
73,010.09	7,500.00	.....	$ 4,222.22
23,202.93	1,500.00	$ 726.10	.....
33,616.34	500.00	.....	.....
347,667.59	12,000.00	726.10	4,222.22
.....	7,500.00	.....	.....
37,161.55	.....	.....	.....
116,040.49	.....	.....	.....
578,503.78	19,500.00	726.10	4,222.22
.....	.....	53,155.14	.....
.....	.....	1,198.66	.....
.....	.....	242,159.03	.....
.....	.....	6,202.85	.....
.....	.....	20,747.23	.....
.....	.....	19,306.90	.....
.....	.....	27,134.40	.....
.....	.....	14,320.92	.....
.....	.....	16,812.06	.....
.....	.....	102.80	.....
.....	.....	69,974.14	.....
.....	.....	7,576.11	.....
.....	.....	903.25	.....
.....	.....	479,543.49	.....
.....	.....	.....	671.25
$ 578,503.78	$ 19,500.00	$ 480,269.59	$ 4,893.47

Schedule B-2a

CURRENT DISBURSEMENTS FOR GENERAL ADMINISTRATIVE DEPARTMENTS AND GENERAL COLLEGE EXPENSE

	Total	Fund Distribution		Object Classification		
		General College Receipts	Restricted Funds	Salaries and Wages	Other Current Expense	Equipment
General Administrative Offices and Departments						
President's Office	$ 9,107.41	$ 9,107.41	.....	$ 8,298.70	$ 808.71	.....
Registrar's Office	14,997.83	14,997.83	.....	12,741.91	2,001.93	$ 153.99
Dean of Students Office	6,999.85	6,999.85	.....	6,649.90	287.19	62.76
Personnel Director's Office	8,169.48	8,169.48	.....	6,943.40	909.44	316.64
Business Manager's Office	22,315.60	22,315.60	.....	18,392.40	3,166.07	757.13
Alumnae-Publicity Office	6,271.50	6,271.50	.....	3,360.00	2,711.89	199.61
Auditor—Board of Control	366.35	366.35	.....	300.00	66.35	.....
General Publications						
Bulletins and Advertising	2,155.82	2,155.82	.....	.....	2,155.82	.....
Miscellaneous Advertising and Special Bulletins	965.18	965.18	.....	.....	965.18	.....
General Expense						
Commencement Expense	1,729.33	1,729.33	.....	.....	1,729.33	.....
Freshmen Course Books	194.40	194.40	.....	.....	194.40	.....
Graduate Committee	55.48	55.48	.....	.....	55.48	.....
Testing Supplies	586.30	586.30	.....	12.45	573.85	.....
Mimeograph and Multigraph Work	1,541.73	1,541.73	.....	.....	1,541.73	.....
Miscellaneous Expense for President	120.28	120.28	.....	.....	120.28	.....
Furniture for Executive Offices	522.22	522.22	.....	.....	.....	522.22
Teachers Class Books	53.32	53.32	.....	.....	53.32	.....
Telegrams	162.56	162.56	.....	.....	162.56	.....
Telephones	1,083.49	1,083.49	.....	.....	1,083.49	.....
Workmen's Compensation	336.02	336.02	.....	.....	336.02	.....
Grand Total to Schedule B-2	$77,724.15	$77,724.15	.....	$56,608.76	$19,073.04	$1,952.35

Schedule B-2a

CURRENT DISBURSEMENTS FOR COLLEGE OF ARTS AND SCIENCES

	Total	Fund Distribution		Object Classification		
		General College Receipts	Restricted Funds	Salaries and Wages	Other Current Expense	Equipment
Instructional and Departmental Research						
Administration	$ 5,685.62	$ 5,685.62	.....	$ 5,600.00	$ 84.72	$ .90
Art	8,814.79	8,814.79	.....	8,295.95	311.93	206.91
Bacteriology	4,659.98	4,659.98	.....	4,520.00	88.98	51.00
Botany	7,112.08	7,112.08	.....	6,444.20	348.80	319.08
Chemistry	17,808.00	17,808.00	.....	12,049.80	4,834.22	924.58
Classics	4,597.23	4,597.23	.....	4,550.00	27.70	19.53
Economics and Commerce	13,037.31	13,037.31	.....	12,412.00	242.79	382.52
English and	.....	.....	.....	.....	21.55	4.95
Journalism	28,933.96	28,933.96	.....	28,626.30	216.66	64.50
Geography and	.....	.....	.....	.....	271.34	187.13
History and Political Science	26,953.62	24,453.62	$2,500.00	26,309.45	137.42	48.28
Library Science	2,880.44	2,880.44	.....	2,690.44	29.82	170.18
Mathematics	7,298.03	7,298.03	.....	6,950.00	3.78	344.25
Modern Languages	23,040.83	23,040.83	.....	22,900.00	47.49	93.34
Philosophy and Religious Education	5,476.03	5,476.03	.....	5,400.00	40.03	36.00
Physics	9,974.63	9,974.63	.....	8,261.85	356.72	1,356.06
Physiology	2,910.07	2,910.07	.....	2,650.00	95.62	164.45
Psychology	23,051.41	23,051.41	.....	17,410.00	189.70	5,451.71
Social Studies	62.75	62.75	.....	.....	.....	62.75
Sociology	11,176.88	11,176.88	.....	10,708.00	335.58	133.30
Speech	8,974.02	8,974.02	.....	8,760.00	187.33	26.69
Zoology	7,889.95	7,889.95	.....	7,194.20	290.33	405.42
Grand Total to Schedule B-2	$250,338.23	$247,838.23	$2,500.00	$201,632.19	$8,162.42	$10,543.62

Schedule B-2c

CURRENT DISBURSEMENTS FOR SCHOOL OF EDUCATION

	Total	Fund Distribution		Object Classification		
		General College Receipts	Restricted Funds	Salaries and Wages	Other Current Expense	Equipment
INSTRUCTION AND DEPARTMENTAL RESEARCH						
Administration	$ 6,838.96	$ 6,838.96	.....	$ 6,420.00	$ 288.52	$ 130.44
Education	15,432.67	15,432.67	.....	15,368.00	84.67	.....
Demonstration School	33,861.56	22,139.34	$11,722.22	31,215.74	1,545.50	1,100.32
Kindergarten	1,988.37	1,988.37	.....	1,750.00	184.30	54.07
*Nursery School	872.00	872.00	.....	368.00	281.56	222.44
Industrial Arts	9,947.99	9,947.99	.....	7,150.00	2,327.63	470.36
Physical Education and Hygiene	17,688.16	17,688.16	.....	17,614.20	73.96	.....
	3,102.60	3,102.60	.....	3,076.40	26.20	.....
Grand Total to Schedule B-2	$ 84,732.31	$ 73,010.09	$11,722.22	$ 77,942.34	$4,812.34	$1,977.63

*A W.P.A. Project—Remainder of expense borne by W.P.A.

Schedule B-2b

CURRENT DISBURSEMENTS FOR SCHOOL OF HOME ECONOMICS

	Total	Fund Distribution		Object Classification		
		General College Receipts	Restricted Funds	Salaries and Wages	Other Current Expense	Equipment
INSTRUCTION AND DEPARTMENTAL RESEARCH						
Administration	$ 5,602.51	$ 5,602.51	.....	$ 5,250.00	$ 268.35	$ 34.19
Home Economics	19,826.49	17,600.39	$2,226.10	16,168.18	2,495.53	1,162.78
Grand Total to Schedule B-2	$ 25,429.03	$ 23,202.93	$2,226.10	$ 21,418.18	$2,763.88	$1,246.97

Schedule B-2c

CURRENT DISBURSEMENTS FOR SCHOOL OF MUSIC

	Total	Fund Distribution		Object Classification		
		General College Receipts	Restricted Funds	Salaries and Wages	Other Current Expense	Equipment
INSTRUCTION AND DEPARTMENTAL RESEARCH						
Administration	$ 5,298.28	$ 5,298.28	.....	$ 5,220.00	$ 78.28	.....
Music	28,818.06	28,318.06	$ 500.00	25,731.00	2,602.15	$ 484.88
Grand Total to Schedule B-2	$ 34,116.34	$ 33,616.34	$ 500.00	$ 30,951.00	$2,680.43	$ 484.88

Schedule B-2r

CURRENT DISBURSEMENTS FOR HOME DEMONSTRATION EXTENSION

	Total	Fund Distribution		Object Classification		
		General College Receipts	Restricted Funds	Salaries and Wages	Other Current Expense	Equipment
Administration and Staff to Schedule B-2	$ 7,500.00	.....	$7,500.00	$ 3,994.77	$3,505.23	.....

Schedule B-2s

CURRENT DISBURSEMENTS FOR LIBRARY

	Total	Fund Distribution		Object Classification		
		General College Receipts	Restricted Funds	Salaries and Wages	Other Current Expense	Equipment
College Library*	$ 37,161.55	$ 37,161.55	.....	$ 22,833.00	$ 765.39	$13,563.16
To Schedule B-2						

*Demonstration School Library expenditures included in School of Education (Schedule B-2e) under Demonstration School.

Schedule B-2u

CURRENT DISBURSEMENTS FOR OPERATION AND MAINTENANCE OF PHYSICAL PLANT

	Total	Fund Distribution		Object Classification		
		General College Receipts	Restricted Funds	Salaries and Wages	Other Current Expense	Equipment
Operation						
Administration	$ 2,800.00	$ 2,800.00	.....	$ 2,800.00	.....	.....
Buildings	75,426.65	75,426.65	.....	13,380.73	$17,721.31	$44,324.61
Watchmen	1,320.00	1,320.00	.....	1,320.00	.....	.....
Total Operation	79,546.65	79,546.65	.....	17,500.73	17,721.31	44,324.61
Maintenance						
Buildings	24,622.53	24,622.53	.....	6,865.34	17,038.04	719.15
General	1,571.87	1,571.87	.....	1,571.87	.....	.....
Grounds	10,299.44	10,299.44	.....	6,567.36	2,969.09	762.68
Total Maintenance	36,493.84	36,493.84	.....	15,004.57	20,007.44	1,481.83
Grand Total to Schedule B-2	$116,040.49	$116,040.49	.....	$ 32,505.30	$37,728.75	$45,806.44

Schedule II—2c

SUMMARY OF THE OPERATIONS OF AUXILIARY ENTERPRISES

	Total	Bookstore	Dining Hall	Demonstration School Cafeteria	Duplicating Dept.
RECEIPTS					
From Operations to Schedule II-1	$459,744.03	$ 55,566.71	$294,553.56	$ 1,305.07	$ 4,131.97
DISBURSEMENTS					
Salaries and Wages	133,895.82	6,975.59	51,356.01		2,648.47
Office Expense	2,010.05	270.30	478.46		5.66
Food	165,673.81		158,712.17	1,065.81	
Heat and Hot Water	8,407.76		1,685.59		
Electricity, Gas, Water	13,169.31		5,734.09		
Laundry	7,927.02		4,771.70	.14	
Operating Supplies and Expense	83,621.93	45,846.54	4,501.02	5.33	2,567.84
Drugs and Medical Supplies	1,207.08				
Repairs and Alterations	23,317.74	20.29	4,809.64	1.56	71.25
Sub-Total	439,433.58	53,112.72	232,048.68	1,072.86	5,292.92
Equipment	24,661.42	42.42	10,110.35	125.80	909.93
Improvements	340.21				
Buildings	15,108.28				
Total Equipment, etc.	40,109.91	42.42	10,110.35	125.80	909.93
Grand Total to Schedule II-2	479,543.49	53,155.14	242,159.03	1,198.66	6,202.85
EXCESS OF RECEIPTS OVER DISBURSEMENTS	10,200.56	2,411.60	22,391.53	106.41	2,070.88-
Add Balance July 1, 1937	168,023.86	7,300.13	87,059.25		984.29
Sub-Total	178,224.42	9,711.73	109,450.78	106.41	1,086.59-
Deduct Transfer to General College Receipts	1,401.53-				
Balance June 30, 1938, to Exhibit A	$176,822.89	$ 9,711.73	$109,450.78	$ 106.41	$1,086.59-

a-College Laundry and Students' Laundry combined in one account.

b-All Salaries and Expense for Operation of Trucks charged to Operation and Maintenance of Physical Plant, see Schedule II-2d

Schedule B-2c

SUMMARY OF THE OPERATIONS OF AUXILIARY ENTERPRISES

Farm	Infirmary	Laundry	Physical Education	Post Office	Rental Property	Residence Halls	Supply Store	*Trucks
$22,959.56	$23,980.49	$27,496.93	$14,273.43	$17,134.94	$ 900.00	$32,721.63	$4,472.02	$1,063.28
9,447.24	19,550.31	20,367.11	4,453.65	1,110.65		25,872.25	1,615.00	
48.00	366.65	87.00	278.16	7.00		669.15	51.80	
3,811.41	63.25							
	288.28	586.46	1,869.31			3,589.12		
256.27	186.25	375.31	1,246.84			8,243.25		
203.05	477.07		2,362.32			198.75		
1,807.33	164.42	3,649.21	949.11	15,406.72		2,564.17	6,509.22	3.18
	1,192.06		15.00					
1,291.09	482.40	671.36	1,094.27	6.26	12.56	11,943.66		
39,375.04	16,671.32	25,144.39	12,276.67	16,762.44	12.56	32,882.75	7,876.11	3.18
1,212.91	2,178.73	1,986.61	2,094.99	69.22	99.44	8,964.69		900.00
340.79								
20.54	2,941.65					12,436.79		
1,574.17	5,135.78	1,986.61	2,094.99	69.22	99.44	17,091.59		900.00
20,747.21	19,207.50	27,134.40	14,370.92	16,612.66	107.40	49,974.16	7,876.11	903.18
3,233.33	2,652.78	361.53	2.69	341.96	527.20	17,252.51–	3,394.06–	157.96
849.27–	16,444.73	1,476.69	7,468.01	221.29–	344.53	40,306.95	4,479.22	1,427.40
2,473.06	19,124.52	2,048.22	7,470.70	120.69	1,401.53	23,254.44	1,473.14	1,585.28
					1,401.53–			
$ 2,473.06	$19,124.52	$ 2,048.22	$ 7,470.70	$ 120.69		$23,254.44	$1,473.14	$1,585.28

Schedule B-2i-1

SUMMARY OF THE OPERATION OF FARM

	Total	Dairy	Hogs
RECEIPTS			
From Operations	$22,224.66	$18,368.13	$3,856.53
From Other Sources	1,745.90	518.66	1,227.24
Total Receipts (to Schedule B-2i)	23,970.56	18,886.79	5,083.77
DISBURSEMENTS			
Salaries and Wages	9,647.38	7,813.59	1,833.79
Office Expense	48.60	48.60	.....
Feed	5,811.61	5,761.22	50.39
Electricity, Gas, Water	270.57	270.57	.....
Laundry	205.05	205.05	.....
Operating Supplies and Expense	1,897.35	1,828.03	69.32
Repairs and Alterations	1,293.00	1,290.69	2.31
Sub-Total	19,173.56	17,217.75	1,955.81
Live Stock and Equipment	1,212.93	681.60	531.33
Improvements	340.21	340.21	.....
Buildings	20.53	20.53	.....
Total Buildings, Equipment, etc.	1,573.67	1,042.34	531.33
Grand Total to Schedule B-2i	20,747.23	18,260.09	2,487.14
EXCESS OF RECEIPTS OVER DISBURSEMENTS	3,223.33	.....	.....
Add: Balance July 1, 1937	6,548.27	.....	.....
Balance June 30, 1938 (to Schedule B-2i)	$ 2,675.06	.....	.....

Schedule B-2i

CURRENT DISBURSEMENTS FOR OTHER NON-EDUCATIONAL PURPOSES

	Total	Endowment and Gifts
SCHOLARSHIPS		
From Restricted Gifts—see Schedule B-3a—to Schedule B-2	$ 671.25	$ 671.25

Schedule B-3

SUMMARY OF THE OPERATION OF CURRENT RESTRICTED FUNDS

	Cash Balance July 1, 1937	Additions	Total Balance and Additions	Disbursements (Schedule B-3a)	Cash Balance June 30, 1938
A. Endowment Receipts					
1. For Educational and General Purposes					
a. Teaching					
Westcott Estate—Leon County portion	$2,892.88	$2,000.00	$4,892.88	$4,222.22	$ 670.66
2. For Non-Educational Purposes					
a. Scholarships					
Gilchrist Scholarship	.....	350.00	350.00	350.00	.....
B. Other Restricted Current Funds					
1. For Educational and General Purposes					
a. Teaching					
Leon County Funds	.....	8,000.00	8,000.00	8,000.00	.....
Americanism and Southern History Fund	.....	2,500.00	2,500.00	2,500.00	.....
Smith-Hughes, State Portion	.....	750.00	750.00	750.00	.....
Smith-Hughes, Federal Portion	.....	750.00	750.00	750.00	.....
Total Teaching	.....	12,000.00	12,000.00	12,000.00	.....
b. Laboratory					
Home Management House Fees	62.16	749.92	812.08	726.10	85.98
2. For Non-Educational Purposes					
a. Scholarships					
Sarah Levy Scholarship	.....	321.25	321.25	321.25	.....
3. For Extension Work					
Home Demonstration Extension Salaries	.....	4,000.00	4,000.00	4,000.00	.....
Home Demonstration Extension Expense	.....	3,500.00	3,500.00	3,500.00	.....
Total for Extension Work	.....	7,500.00	7,500.00	7,500.00	.....
Grand Total	$2,955.04	$22,921.17	$25,876.21	$25,119.57	$ 756.64

Schedule B-3a

ANALYSIS OF DISBURSEMENTS OF CURRENT RESTRICTED FUNDS

(These Disbursements are included in Disbursements of Colleges and Departments as shown on Schedule B-2 and Schedule)

	Total	Object Classification		
		Salaries and Wages	Other Current Expense	Equipment
(1) For Educational and General Purposes				
A. Teaching Funds				
Leon County Funds	$ 8,000.00	$ 8,000.00		
Westcott Estate-Leon County Portion	4,222.22	4,222.22		
Americanism and Southern History Fund	2,500.00	2,500.00		
Smith-Hughes, State Portion	750.00	750.00		
Smith-Hughes, Federal Portion	750.00	750.00		
Total Teaching Funds	16,222.22	16,222.22		
B. Laboratory				
Home Management House Fees	726.10		$ 716.17	$ 9.93
Total for Educational and General Purposes	16,948.32	16,222.22	716.17	9.93
(2) For Non-Educational Purposes				
A. Scholarships				
Gilchrist Scholarship	350.00	350.00		
Sarah Levy Scholarship	321.25	321.25		
Total Scholarships	671.25	671.25		
(3) For Extension Work				
Home Demonstration Extension Salary Fund	4,000.00	3,994.77	5.23	
Home Demonstration Extension Expense Fund	3,500.00		3,500.00	
Total Extension Work	7,500.00	3,994.77	3,505.23	
Grand Total	$25,119.57	$20,888.24	$ 4,221.40	$ 9.93

Schedule B-4

SUMMARY OF THE OPERATION OF DEPOSIT FUNDS

	Balance July 1, 1937	Deposits	Refunds	Balance June 30, 1938
Key Deposit	$ 79.40	$ 228.50	$ 216.50	$101.40

To Exhibit A

Exhibit C

CHANGES OF LOAN FUNDS PRINCIPAL

	Cash	Loans Outstanding	Total
Alumnae Loan Fund	$ 1,087.08	$ 3,610.57	$ 4,697.65
A.A.U.W.—Pensacola Branch	.....	100.09	100.09
Anna E. Chaires Kindergarten Loan Fund	112.42	152.34	264.76
College Loan Fund	1,632.50	5,983.39	7,615.89
Augusta Conrad Loan Fund	544.58	241.29	785.87
Fleetwood Loan Fund	225.65	306.50	532.15
F.F.W.C.—Loan Fund	.....	2,114.20	2,114.20
F.F.W.C., Section 2—Loan Fund	.....	.....	.....
Freshman Loan Fund	.....	381.15	381.15
Theresa Green Loan Fund	2.00	100.00	102.00
Lee and Jackson Fund	73.50	101.50	175.00
Robert E. Lee, Special Fund	200.00	534.91	734.91
Rowena Longmire Fund	.....	400.00	400.00
Mary Noble Opperman Fund	176.09	254.35	430.44
Panhellenic—College Fund	375.00	.....	375.00
Panhellenic—Lake Wales Fund	.....	.....	.....
Panhellenic—State Fund	.....	50.00	50.00
Pi Chapter, Omicron Nu	.....	75.00	75.00
Pythian Sisters	.....	2,064.94	2,064.94
School of Music Fund	124.00	178.25	302.85
Special Loan Fund	368.32	61.80	430.12
George Washington Memorial Fund	525.00	50.00	575.00
Total	$ 5,446.74	$16,760.28	$22,207.02

Schedule C-1

OPERATION OF STUDENT LOAN FUNDS

	Loans Outstanding July 1, 1937	Loans Made 1937-38	Loans Paid 1937-38
Alumnae Loan Fund	$ 3,610.57	$ 1,150.00	$ 594.00
A.A.U.W.—Pensacola Branch	100.09	100.00	100.09
Anna E. Chaires Kindergarten Loan Fund	152.34	.....	122.34
College Loan Fund	5,983.39	2,231.00	2,258.99
Augusta Conrad Loan Fund	241.29	225.00	109.57
Fleetwood Loan Fund	306.50	325.00	226.50
F.F.W.C.—Loan Fund	2,114.20	366.00	255.90
F.F.W.C., Section 2—Loan Fund	.....	.....	.....
Freshman Loan Fund	381.15	.....	15.50
Theresa Green Loan Fund	100.00	.....	100.00
Lee and Jackson Fund	101.50	.....	.....
Robert E. Lee, Special Fund	534.91	220.00	192.47
Rowena Longmire Fund	400.00	.....	115.20
Mary Noble Opperman Fund	254.35	.....	100.00
Panhellenic—College Fund	.....	.....	.....
Panhellenic—Lake Wales Fund	.....	200.00	43.80
Panhellenic—State Fund	50.00	.....	.....
Pi Chapter, Omicron Nu	75.00	.....	.....
Pythian Sisters	2,064.94	250.00	578.44
School of Music Fund	178.25	.....	40.00
Special Loan Fund	61.80	.....	25.80
George Washington Memorial Fund	50.00	.....	.....
Total	$16,760.28	$ 5,167.00	$ 4,878.60

CHANGES OF LOAN FUNDS PRINCIPAL

Exhibit C

Gifts	Income	Deductions	Total	Cash	Loans Outstanding (See Schedule C-1)
a$ 443.34	$ 48.68	c $ 612.00	$ 4,577.67	$ 411.10	$ 4,166.57
a 100.00		b 100.00	100.00		100.00
.66			265.42	235.42	30.00
15.00	251.59		7,682.46	1,927.08	5,955.49
	3.76		769.63	632.91	356.72
	14.46		546.41	141.41	405.00
a 306.00	25.52	e 281.42	2,224.30		2,224.30
95.00			95.00	95.00	
	14.27	e 29.77	365.65		365.65
			102.00	102.00	
	10.00		185.00	83.50	101.50
	7.53		747.41	180.00	562.41
	24.80		424.80	140.00	284.80
			430.44	276.09	154.35
125.00		e 500.00			
300.00	6.00		306.00	49.80	256.20
			50.00		50.00
			75.00		75.00
a 250.00	.75	e 579.19	1,736.50		1,736.50
	7.17		299.02	171.77	138.25
	.49		430.41	394.41	36.00
100.00			625.00	625.00	50.00
$ 1,765.00	$ 415.02	$ 2,102.47	$ 22,314.57 (to Exhibit A)	$ 5,295.89 (to Exhibit A)	$ 17,018.68

a- Gift from Class of 1937.
b- Notes sent for collection.
c- Returned to Student Activity Building Fund.
d- Returned to Donor.
e- Changed to Gift Scholarship—$250.00 awarded, $250.00 set up under Scholarships.

OPERATION OF STUDENT LOAN FUNDS

Schedule C-1

Loans Outstanding June 30, 1938			Income		
Not Due	Past Due	Total	Total Interest Collected (to Exhibit C)	Deductions	Net Income
3,020.00	1,146.57	4,166.57	48.68		48.68
100.00		100.00			
30.00		30.00			
2,850.59	3,104.87	5,955.49	251.59		251.59
225.00	131.72	356.72	3.76		3.76
405.00		405.00	14.46		14.46
1,254.50	969.80	2,224.30	25.52	25.52	
365.65		365.65	14.27	14.27	
	101.50	101.50	10.00		10.00
220.00	342.41	562.41	7.53		7.53
150.00	134.80	284.80	24.80		24.80
116.60	37.75	154.35			
256.20		256.20	6.00		6.00
	50.00	50.00			
	75.00	75.00			
1,038.50	698.00	1,736.50	.75	.75	
	138.25	138.25	7.17		7.17
	36.00	36.00	.49		.49
	50.00	50.00			
$ 10,031.98	$ 7,016.70	$17,048.68 (to Exhibit A)	$ 415.02	$ 40.54	$ 374.48

Exhibit D

SUMMARY OF ENDOWMENT FUNDS

	Fund Balance July 1, 1957	Additions or Deductions	Fund Balance June 30, 1958
INCOME FOR GENERAL PURPOSES			
Seminary Fund ($135,203.63, College portion one-half of total)	$65,851.81	$ 1,650.00	$67,501.81
Estate of James D. Westcott*	129,750.00	.....	129,750.00
Total Receipts for General Purposes	195,701.81	1,650.00	197,351.81
INCOME DESIGNATED FOR STUDENT AID			
Albert W. Gilchrist Fund	10,000.00	.....	10,000.00
Grand Total	$205,701.81	$ 1,650.00	$207,351.81 (to Exhibit A)

*One-half income to be used for General College Purposes, one-half for benefit of Leon County students.

Schedule D-1

SUMMARY OF ENDOWMENT INVESTMENTS
As of June 30, 1958

	Par Value
U.S. Government Securities	$ 6,500.00
County and District Securities	93,900.00
Total Securities*	100,400.00
Real Estate, James D. Westcott Estate property	105,500.00
Total Investments	$205,900.00

*In custody of State for Seminary Fund ..... $ 66,400.00
In custody of Board of Control for Westcott Estate 24,000.00
In custody of Board of Control for Gilchrist Fund 10,000.00

Exhibit E-1

SUMMARY OF PLANT FUNDS

	Balance July 1, 1937	Receipts	Disbursements	Balance June 30, 1938
Permanent Building Fund, Chapter 14573	$ 586.10	$ 2,485.20	.....	$ 3,071.30
Student Gifts and Bequests	1,761.96	a 1,065.10	b$ 500.00	2,327.06
Total	$ 2,348.06	$ 3,550.30	$ 500.00 (to Exh. E-2)	$ 5,398.36 (to Exh. A)

a-Gift from Class of 1938 (Agency Funds) $453.10, repayment by Alumnae Loan Fund (Loans Fund) $612.00.

b-Student-Alumnae Building (Architects fees).

Exhibit E-2

SUMMARY OF INVESTMENT IN PLANT

	Equipment	Other Plant	Total
Value of Plant, July 1, 1937	$ 777,791.66	$2,881,370.27	$3,659,161.93
Additions during 1937-38			
From Plant Funds (see Schedule E-1)	.....	500.00	500.00
From Current Funds (see Schedule B-2)	63,050.70	52,034.26	115,084.96
From Agency Funds (see Schedule F-1)	1,153.87	1,700.00	2,853.87
Total Cash Additions	64,204.57	54,834.26	119,038.83
Other Additions	.....	5,390.39	5,390.39
Total Additions	64,204.57	60,224.65	124,429.22
Less Transfer from Equipment to Buildings	2,027.21-	2,027.21	.....
Value of Plant June 30, 1938	$ 839,969.02	$2,943,622.13	$3,783,591.15
To Exhibit A, Section IV.			

	See Schedule	Total
Land	E-2a	$ 118,811.84
Buildings	E-2n	2,487,641.79
Improvements	E-2c	337,168.50
Equipment	E-2b	
Books		336,729.99
Laboratory Apparatus		130,139.13
Furniture, Fixtures, Office Appliances		279,348.26
Machinery and Tools		50,926.36
Live Stock		13,825.28
Total Equipment		839,969.02
Grand Total		$3,783,591.15

Schedule E-2a

SUMMARY OF LAND

	No. of Acres	Cost
College Campus	300.00	$ 102,721.84
Farm	761.80	12,550.00
Camp Flintstone	90.00	3,540.00
Total June 30, 1937	1,151.80	$ 118,811.84 (to Exhibit E-2)

Schedule E-2a

BUILDINGS

	Year Erected or Acquired	Cost to July 1, 1937	Additions & Deductions 1937–38	Cost to June 30, 1938
ACADEMIC BUILDINGS				
Westcott Building	1909–1925			
	1925–1935			
	1936–1937	$ 299,372.62	$ 2,726.21 c	$302,098.83
Science Building	1921	66,949.98		66,949.98
History Building	1927–1931	192,752.71		192,752.71
Library	1921–1929	256,638.95		256,638.95
Education Building	1918–1931			
	1937	87,390.16	527.36 c	87,917.52
Music Annex	1905–1929	7,621.85		7,621.85
Home Management House	1926	20,628.27		20,628.27
Demonstration School	1919–1926			
	1932–1936	91,313.84		91,313.84
Gymnasium	1928	319,760.24		319,760.24
Kindergarten	1931	3,559.90		3,559.90
Garage at Kindergarten	1931	300.00		300.00
Nursery School	1933	1,480.05		1,480.05
Total		1,347,768.57	3,253.57	1,351,022.14
RESIDENCE HALLS				
Jennie Murphree Hall	1923–1924		3,292.05 c	
	1937	189,234.33	7,755.12 c	193,697.40
Reynolds Hall	1911–1921		3,292.05 c	
	1924–1937	118,604.36	1,243.77 c	123,140.18
Bryan Hall	1907–1924			
	1937	61,658.92	114.79 c	61,773.71
Broward Hall	1919–1921			
	1937	72,363.66	1,072.75 c	73,436.41
Gilchrist Hall	1925–1928			
	1937	290,840.55	140.27 c	290,980.82
Total		722,701.82	10,326.70	733,028.52
DINING HALL	1913–1922			
	1932–1937	140,595.36	2,027.21 c*	142,622.57
INFIRMARY	1919–1937	99,433.34	2,961.05 c	102,394.39
SERVICE BUILDINGS				
Work Shops	1917–1931	14,193.86		14,193.86
Garage and Tool Shed		800.00		800.00
Oil House		550.00		550.00
Heating Plant	1930–1937	25,000.00	2,196.10 c	27,196.10
Green House	1929	3,006.68		3,006.68
Equipment and Fertilizer House		200.00		200.00
Warehouse	1932	357.41		357.41
Total		44,107.95	2,196.10	46,304.05
EMPLOYEES HOUSES				
Nurses Cottage		900.00		900.00
Dietitians Cottage	1927	4,981.67		4,981.67
19 Cottages and Garages		30,558.74		30,558.74
Total		36,440.41		36,440.41
RENTAL PROPERTY				
842 W. Jefferson	1930–1932	5,787.37		5,787.37
842 W. Jefferson—Garage	1930	200.00		200.00
826 W. Jefferson	1930	7,440.00		7,440.00
826 W. Jefferson—Garage	1930	60.00		60.00
Total		$ 13,487.37		$ 13,487.37

Schedule E-2a (Continued)

BUILDINGS—Continued

	Year Erected or Acquired	Cost to July 1, 1937	Additions & Deductions 1937-1938	Cost to June 30, 1938
Athletic Equipment House	1932	$ 1,481.98		$ 1,481.98
Camp Flathoodo				
Camp House	1922	2,668.73		2,668.73
Camp House	1931	1,000.00		1,000.00
Camp House	1932	2,604.02		2,604.02
Care Takers House and Garage	1932	3,127.39		3,127.39
Boat House and Dock		900.00		900.00
Total		10,300.14		10,300.14
Student-Alumnae Building	1938		$ 8,772.81a	8,772.81
Farm—Old Plant				
Warehouse (Old Milking Barn)	1917	5,000.00		5,000.00
Warehouse (Old Cow Barn)	1917	600.00		600.00
		5,600.00		5,600.00
Farm—New Plant				
Equipment Shed	1932	780.00		780.00
Barn	1934	400.00		400.00
Cow Barn	1934	1,800.00		1,800.00
Hay and Feed Barn	1934	3,000.00		3,000.00
Grain Storage Barn	1934	3,000.00		3,000.00
Hay and Feed Barn	1934	3,000.00		3,000.00
Milking Barn	1934	5,500.00		5,500.00
Milk House	1934	5,000.00		5,000.00
Bull and Calf Pen	1934	3,500.00		3,500.00
Maternity Pen	1934	3,600.00		3,600.00
Pump Station	1934	1,386.68		1,386.68
Out House	1938		29.53a	29.53
		30,566.68	29.53	30,597.21
Plans for New Dormitory	1936-1937			
	1938	3,400.00	1,800.00a	5,200.00
Grand Total		$ 2,456,283.82	$31,357.97	$2,487,641.79 (to Schedule E-2)

*Transferred from Equipment.

Schedule E-2c

IMPROVEMENTS OTHER THAN BUILDINGS

	Cost to July 1, 1937	Additions	Cost to June 30, 1938
Fountain	$ 1,500.00		$ 1,500.00
Athletic Fields	24,658.89		24,658.89
Deep Wells at Camp and Farm	2,093.21		2,093.21
Electrical Distribution	22,706.46		22,706.46
Gates to Campus	5,526.12		5,526.12
Grading, Walks and Roads	51,103.29		51,103.29
Heating Mains and Boilers	169,766.17	29,891.00	199,657.17
Side Track and Coal Trestle	17,391.10		17,391.10
Telephone Line	559.92	662.68	1,222.60
Bridges	19.30		19.30
Fences	284.49	$ 300.21	584.70
Water Mains and Hydrants	2,368.61		2,368.61
Fire Stairs	8,937.14		8,937.14
Grand Total	$ 306,274.61	$30,893.89	$ 337,168.50

(to Schedule E-2)

Schedule E-2a

SUMMARY OF EQUIPMENT

	Balance July 1, 1937	Cash Additions 1937-1938	Total June 30, 1938
General Administration	$ 17,165.28	$ 2,228.14	$ 19,393.42
College of Arts and Sciences	86,944.78	10,543.62	97,488.40
School of Education	28,820.59	4,072.53	29,893.12
School of Home Economics	14,538.03	1,246.97	15,785.00
School of Music	15,487.73	484.88	15,972.61
Libraries	322,325.69	14,419.22	336,744.71
Physical Plant	72,832.69	9,542.69	82,375.29
Bookstore	4,566.96	42.42	4,609.38
Dining Hall and Dietitian's Cottage	* 90,326.45	10,110.35	100,436.80
Duplicating Department	2,783.22	909.93	3,693.15
Farm	20,277.56	1,212.93	21,490.49
Infirmary and Nurse's Cottage	5,521.97	2,174.73	7,696.70
Laundries	22,660.66	1,986.01	24,646.67
Post Office	50.00	49.22	99.22
Residence Halls	74,190.22	4,964.69	79,154.91
Supply Store	272.91	.....	272.91
Demonstration School Cafeteria	.....	125.80	125.80
Rental Property	.....	90.44	90.44
Grand Total	$775,764.45	$ 64,204.57	$839,969.02 (to Schedule E-2)

*$2,037.21 transferred from Equipment to Building

Exhibit F

SUMMARY OF THE OPERATION OF AGENCY FUNDS

	Total	Cash Deposits	Student Activity Fee	Woman's Institute
Deposits	$233,338.92	$199,096.01	$ 34,230.91	$ 12.00
Withdrawals	227,315.97	194,457.90	32,823.69	34.38
Excess of Deposits over Withdrawals	6,022.95	4,638.11	1,407.22	22.38-
Transfers	997.64-	a 54.53-	b 945.00-	c 1.89
Add—Balance July 1, 1937	46,909.80	11,056.11	35,791.25	62.44
Balance June 30, 1938	$ 51,935.11 (to Exhibit A)	$ 15,639.69	$ 36,253.47	$ 41.95

a—From Foreign Student Fund, $22.94, Y.W.C.A., $24.62 (Student Activity Fee) to Incidental Fund $101.20, Woman's Institute $1.89.

b—To Student Loans, Alumnae Loan Fund $443.34; Plant Funds, Student Gifts and Bequests $453.00; Agency Funds, Cash Deposit, $48.56.

c—From Cash Deposits $1.89.

Schedule F-1

SUMMARY OF THE OPERATION OF STUDENT ACTIVITY FEE

	Student Activity Fee	Earnings	Total Receipts	Salaries and Wages
Artist Series	$4,262.50	$ 791.00	$5,053.50	
Athletic Association	1,793.32	396.15	1,789.47	
Auditorium and Stage	212.92	3.00	215.92	$ 18.48
Class Permanent Organizations—				
Class of 1938	639.24	372.20	1,011.44	
Class of 1939	229.15	243.45	472.60	
Class of 1940	255.65	277.85	533.50	
Class of 1941	159.93	59.49	219.42	
College Government Association	1,483.30	199.75	1,683.05	
Dorlaff (Quarterly Magazine)	1,056.94	368.57	1,425.50	
Flambeau (Weekly Newspaper)	1,906.42	2,387.02	4,293.44	331.48
Flambeau (Summer School Weekly Newspaper)	412.51	1.23	413.74	77.85
Flatacowo (Yearbook)	4,262.30	5,012.15	9,274.45	
Flatacowo Reserve Fund				
Foreign Student Fund				
Recreation Fund	6,340.67	35.35	6,376.02	
Social Fund	328.49	7.35	335.84	
Speakers Fund	426.09		426.09	
Summer School Entertainment Fund	412.52		412.52	225.00
Y.W.C.A.		214.07	214.07	
Budget Commission Reserve Fund	432.29		432.29	
Undistributed Portion S.A. Fee	812.75		812.75	
Total (to Exhibit F)	$23,662.13	$10,568.78	$34,230.91	$ 652.81

Schedule F-1

SUMMARY OF THE OPERATION OF STUDENT ACTIVITY FEE

Other Current Disbursements	Total Current Disbursements	Buildings, Equipment, and Improvements	Total Disbursements	Excess of Receipts over Disbursements	Transfers	Balance July 1, 1937	Balance June 30, 1938
$ 4,298.47	$ 4,298.47		$ 4,298.47	$ 735.03	.....	$ 2,306.97	$ 3,042.00
1,797.90	1,797.90	$ 326.78	2,124.68	334.81-	.....	779.35	445.54
109.44	128.87	.....	128.87	87.03	a$ 144.68-	57.03	.....
6.48	6.48	.....	6.48	6.48-	b 443.34-	741.34	291.52
656.26	656.26	.....	656.26	335.18	c 453.10-	147.92	50.00
343.17	343.17	.....	343.17	129.43	.....	129.12	258.55
363.69	363.69	.....	363.69	109.81	.....	162.91	272.72
104.23	104.23	.....	104.23	115.19	.....	.....	115.19
1,325.28	1,325.28	129.55	1,454.83	228.22	.....	707.32	935.54
1,361.34	1,361.34	38.43	1,399.77	25.73	.....	312.24	337.97
3,833.20	4,164.85	.....	4,164.85	88.79	.....	1,401.14	1,489.93
363.34	441.19	.....	441.19	27.45-	.....	464.50	437.05
12,493.09	12,493.09	292.09	12,785.18	3,510.53-	.....	4,342.07	831.54
.....	.....	.....	.....	.....	.....	1,047.62	1,047.62
.....	.....	.....	.....	.....	d 23.94-	23.94	.....
873.65	873.65	1,915.24	2,788.89	3,587.13	a 144.68	20,988.67	24,720.48
476.64	476.64	.....	476.64	59.20	.....	346.64	405.84
314.80	314.80	22.23	337.03	89.06	.....	394.76	483.82
311.11	536.11	.....	536.11	123.59-	.....	453.38	329.79
260.15	260.15	.....	260.15	46.08-	e 24.62-	70.70	.....
23.65	23.65	129.55	153.20	279.09	.....	374.28	653.37
.....	.....	.....	.....	542.75-	.....	607.75	65.00
$29,315.89	$29,909.82	*$2,853.87	$32,823.69	$1,407.22	$ 945.00-	$35,791.25	$36,253.47

a-Closed out in Recreation Fund.
b-$443.34 transferred to Student Loan Funds—Alumnae Loan Fund.
c-$453.10 transferred to Student Gifts and Bequests (Plant Funds) for C.G.A. Room furnishings.
d-$23.94 transferred to Cash Deposit (Agency Funds).
e-$24.62 transferred to Cash Deposit (Agency Funds).
*$1,700.00 Buildings—$1,153.87 Equipment.

Exhibit G

ANALYSIS OF DISBURSEMENTS OF NATIONAL YOUTH ADMINISTRATION FUNDS 1937-1938

	All Wages	Total
(I) FOR EDUCATIONAL AND GENERAL PURPOSES		
1. General Administration and General Expense		
General Administrative Offices		
Alumnae Office	$ 687.00	
Business Office	455.25	
Dean of Students' Office	108.00	
Personnel Director's Office	259.80	
Publicity Office	402.00	
Registrar's Office	422.70	
General Expense		
Testing Committee	68.80	
Total General Administration and General Expense		$ 2,399.55
2. Instruction and Departmental Research		
Colleges, Schools and Departments		
Arts and Sciences		
Art	384.90	
Botany	258.45	
Chemistry	1,656.15	
Classics	108.00	
Economics and Commerce	300.90	
English	444.00	
Geography	386.95	
History	414.90	
Journalism	219.60	
Mathematics	176.40	
Modern Languages	231.75	
Philosophy and Religious Education	291.50	
Physics	239.10	
Physiology	122.40	
Political Science	149.70	
Psychology	1,064.40	
Sociology	485.25	
Speech	104.40	
Zoology	155.55	
Total Arts and Sciences		6,674.30
Education		
Dean's Office	149.70	
Education	827.40	
Demonstration School	615.90	
Industrial Arts	250.80	
Kindergarten	108.10	
Nursery School	532.65	
Physical Education	962.75	
Total Education		3,448.30
Home Economics	734.50	
Total Home Economics		734.50
Music	237.60	
Total Music		237.60
Total Instruction and Departmental Research		$ 10,918.80

Exhibit G (Continued)

ANALYSIS OF DISBURSEMENTS OF NATIONAL YOUTH ADMINISTRATION FUNDS —Continued

	All Wages	Total
3. Extension		
Home Demonstration Extension	$ 578.85	
Total Extension		$ 578.85
4. Libraries		
College Library	786.70	
Total Libraries		786.70
5. Operation and Maintenance of Physical Plant		
Administration	57.00	
Total Operation and Maintenance of Physical Plant		57.00
Total for Educational and General Purposes		14,728.00
(2) For Auxiliary Enterprises		
1. Duplicating Department	193.45	
2. Infirmary	606.50	
3. Residence Halls	765.85	
Total for Auxiliary Enterprises		1,565.80
(3) For Non-Educational Purposes		
1. Caroline Howard Grammar School	211.80	
2. Florida Park Service Bureau	330.45	
3. Girl Scout Director's Office	106.00	
4. Leon County Health Unit	102.50	
5. Leon County Home Demonstration Office	215.85	
6. Leon County Welfare Office	182.00	
7. Reader (assistant to blind student)	77.00	
8. Research—Department of Agriculture, University of Florida	163.15	
9. Rural Resettlement Division Office	77.00	
10. State Board of Social Welfare	230.25	
11. Tallahassee Chamber of Commerce	102.80	
12. Y.W.C.A. Playground Project	226.20	
Total for Non-Educational Purposes		2,052.00
Grand Total		$17,378.40

RECEIPTS REMITTED 1937-38 TO STATE TREASURER FOR INCIDENTAL FUND

Department	Net Amount Remitted
Student Fees—	
Registration	$25,804.00
Non-State Tuition	4,208.75
Damage	3,572.25
Diploma	2,158.50
Failure	3,256.75
Piano	5,142.17
Voice	3,658.75
Harmony	667.50
String Instruments	1,074.17
Organ	1,476.50
Wind Instruments	321.00
Use of Instruments for Practice	1,445.10
Speech	2,103.25
Art	506.50
Bacteriology	441.75
Biological Sciences	1,790.50
Botany	474.75
Chemistry	1,653.78
Commerce	161.50
Geography	505.50
Home Economics	2,684.00
Industrial Arts	2,561.50
Journalism	88.00
Physical Sciences	1,079.50
Physics	661.00
Physiology	228.00
Psychology	760.20
Zoology	331.25
Sub-Total	68,607.02
Kindergarten	391.00
Demonstration School	3,633.00
Sub-Total	72,631.02
Library Fines	299.21
Thesis Bindings	91.00
Transcripts	147.50
	73,168.73
Miscellaneous Sources	334.73
Smith-Hughes (One-half State—One-half Federal)	1,500.00
Rent from Cottages on Campus	1,401.53
Total	$76,404.99

BOARD OF CONTROL FUNDS 1937-38

Department	Balance July 1, 1937	Net Receipts 1937-38	Net Disbursements 1937-38	Balance June 30, 1938
CURRENT FUNDS—				
General				
Special Repair	$ 1,975.16	$ 1,638.83	$ 1,427.23	$ 2,186.76
Restricted				
Home Management	62.16	789.92	726.10	85.98
Key Deposit	79.40	238.50	216.50	101.40
Auxiliary				
Bookstore	7,300.13	55,566.74	53,155.14	9,711.73
Dem. School Cafeteria		1,205.07	1,198.66	196.41
Dining Hall	87,659.25	264,550.56	242,159.03	109,450.78
Duplicating Department	984.29	4,131.97	6,202.85	cr 1,086.59
Farm	cr 548.27	23,970.56	20,747.23	2,675.06
Infirmary	16,444.75	21,890.68	19,206.90	19,128.53
*Laundry	1,678.60	27,495.93	27,134.40	2,040.27
Physical Education Fees	7,868.01	14,373.61	14,370.92	7,870.70
Post Office	cr 221.29	17,154.04	16,812.66	120.69
Residence Halls	40,506.95	52,721.63	69,974.14	23,254.44
Supply Store	4,979.22	4,472.03	7,576.11	1,875.14
Truck	1,427.80	1,061.23	903.25	1,585.78
Sub-Total	169,596.25	491,411.30	481,810.52	179,197.03
NON-EDUCATIONAL SCHOLARSHIPS		250.00		250.00
	169,596.25	491,661.30	481,810.52	179,447.03
LOAN FUNDS	5,446.74	6,122.62	6,303.47	5,265.89
PLANT FUNDS—Student Gifts and Bequests	1,761.96	1,065.10	500.00	2,327.06
AGENCY FUNDS—				
Cash Deposits	11,056.11	199,144.57	194,560.99	15,639.69
Student Activities Fee	35,791.25	31,230.91	33,768.69	36,253.47
Womans Institute	62.44	13.89	34.38	41.95
Sub-Total	223,714.75	732,238.39	716,978.05	238,975.09
**INCIDENTAL FUND		75,003.46	75,003.46	
***RENT ACCOUNTS	544.33	960.00	1,504.33	
	$224,259.08	$808,201.85	$793,485.84	$238,975.09

*College Laundry and Student Laundry combined.

**Remitted to State Treasurer and shown under State Funds.

***$1,401.53 of amount shown as disbursements remitted to State Treasurer as part of Incidental Fund. The operation of the Rent Account is part of Auxiliary Funds.

STATE FUNDS 1937-1938

	Balance July 1, 1937	Appropriations or Receipts	Disbursements	Balance June 30, 1938
CURRENT—				
General				
State Appropriation, Chap. 17207, Salaries		$410,000.00	$410,000.00	
State Appropriation, Chap. 17207, Expense		120,000.00	119,859.49	$ 140.51
Incidental Fund	$3,591.26	76,404.99	46,816.06	33,180.19
Westcott Estate—General Portion	2,801.44	2,000.00	3,000.00	1,801.44
Seminary Interest	1.37	1,794.26	12.25	1,783.38
Restricted				
State Appropriation, Chap. 17207, Ext. Salaries		4,000.00	4,000.00	
State Appropriation, Chap. 17207, Ext. Expense		3,500.00	3,500.00	
Americanism and Southern History Fund		2,500.00	2,500.00	
Westcott Estate-Leon County Portion	2,892.88	2,000.00	4,222.22	670.66
Leon County Funds		8,000.00	8,000.00	
	$ 9,296.95	$548,000.00	$601,910.02*	$37,576.68
		82,199.75		
		$630,199.75		

*$1,021.25 of this amount is a reissue of a warrant cancelled last year.

Salaries	$451,126.53
Expense	150,783.49
	$ 601,910.02

Building Fund, Chapter 14573	$ 586.10	$ 2,485.20		$ 3,071.30

FLORIDA STATE SCHOOL FOR THE DEAF AND THE BLIND

SAINT AUGUSTINE

PRESIDENT'S

BIENNIAL REPORT

1936-1938

This Biennial Report was composed and printed in the Printing Department of the Florida School for the Deaf and the Blind and is a sample of the work done there.

Table of Contents

President's Biennial Report:

State Boards of Control and Education 4
Introductory 5
Enrollment 5-6
Causes of Deafness 7
Causes of Blindness 7
Instruction—Departments for the Deaf 7-8
The Library 8
Rhythmic Training 8-9
Auricular Training 9
Vocational Training 10
Instruction—Department for the Blind 11
Library for the Blind 11
Musical Department 11-12
Vocational Training 12-13
Health 13-14
Infirmary 14
Daily Program 14-15-16
Physical Training 16-17
Military Training 18
Farm and Dairy 18-19
Repairs and Improvements 20
Graduates 20-21
Pupils in Institutions of Higher Learning 21
Professional Improvements 21-22
Student Activities and Social Life 22-23
General Information 23-24
Eighth Biennial Convention of the Florida
Association of the Deaf—Part II 25-28
Appropriation Request for 1939-1941—Part III . . . 29-32
Permanent Improvements 31-32
Conclusion 32-33
Financial Statements:
For the year 1936-1937 34-35
For the year 1937-1938 35-36

STATE BOARD OF CONTROL

Hon. R.P. Terry, *Chairman*, Miami

Hon. H. P. Adair, Jacksonville

Hon. C. P. Helfenstein, Live Oak

Hon. W. M. Palmer, Ocala

Hon. Thomas W. Bryant, Lakeland

Hon. J. T. Diamond, *Secretary*, Tallahassee

STATE BOARD OF EDUCATION

Hon. Fred P. Cone, *Chairman*	Governor
Hon. R. A. Gray	Secretary of State
Hon. W. V. Knott	State Treasurer
Hon. Cary D. Landis	Attorney-General
Hon. Colin English	Supt. of Public Instruction

President's Biennial Report

St. Augustine, Florida, October 1, 1938

To the Chairman and the Members of the Board of Control,

State of Florida.

Gentlemen:

In compliance with custom and statute, I take pleasure in submitting for your consideration the Biennial Report of the educational activities and the general affairs of the Florida State School for the Deaf and the Blind for the period beginning July 1st, 1936, and ending June 30th, 1938.

In addition to a resume of the different departments of the work as carried on in the school this report will also include our Budget request for the next biennium and a report of the 8th Biennial Convention of the Florida Association for the Deaf which was held at the school June 9th to 12th inclusive, 1938.

The educational procedures of the school were much the same as in former years. Certain changes were made in the courses of study in both the Department for the Deaf and the Department for the Blind in order to bring it up to date and include any modern discoveries in our special fields of education.

The school for the first time in its history had a nine months' term. This extra month of school was made possible by a sufficient appropriation by the last Legislature. This extra month of school is going to prove beneficial to our boys and girls and in the end will not be any extra cost to the state, for it is believed that our students will be able to complete the course one year sooner than they would under the old plan whereby we had only an eight months' term.

On the whole the work of the biennium has been satisfactory.

Enrollment

In 1937 there were enrolled 344 pupils. There were 240 pupils in the Department for the Deaf, of whom 120 were girls

and 120 boys. In the Department for the Blind there were 104 pupils enrolled of whom 46 were girls and 58 were boys.

ATTENDANCE BY COUNTIES

There were enrolled during the last biennium three hundred and ninety-four pupils, which represents the largest biennial registration in the history of the school. The following table shows classification of pupils and attendance by counties:

WHITE		COLORED	
Deaf	214	Deaf	58
Blind	87	Blind	35

NUMBER OF STUDENTS BY COUNTIES

Alachua	6	Leon	9
Baker	1	Levy	3
Bay	2	Liberty	1
Bradford	3	Madison	1
Brevard	4	Manatee	5
Broward	2	Marion	9
Calhoun	3	Monroe	1
Charlotte	2	Nassau	2
Citrus	5	Orange	15
Clay	1	Osceola	5
Columbia	3	Palm Beach	17
Dade	48	Pasco	4
Dixie	1	Pinellas	3
Duval	42	Polk	13
Escambia	12	Putnam	4
Franklin	1	Santa Rosa	3
Gadsden	1	Seminole	4
Hamilton	2	Sarasota	2
Hardee	1	St. Johns	25
Hernando	2	St. Lucie	2
Highlands	5	Sumter	5
Hillsborough	37	Suwanee	7
Holmes	3	Taylor	4
Indian River	1	Union	2
Jackson	12	Volusia	14
Jefferson	4	Wakulla	1
Lake	7	Walton	6
Lee	6	Washington	3

The following table gives the causes of deafness of the pupils in school September 1937.

Abscess	12	Measles	3
Adenoids	1	Mumps	1
Birth injury	1	Nerve	1
Blood tumor	1	Otitis	1
Catarrh	1	Pneumonia	6
Congenital	38	Premature birth	2
Fall	5	Rising in head	1
Fever	3	Scarlet fever	2
Infantile paralysis	2	Spinal meningitis	9
Infected tonsils	1	Tonsils	6
Influenza	11	Unknown	120
Malaria fever	2	Whooping cough	3
Mastoid	2		

The following table gives the causes of blindness of the pupils in school September 1937:

Accident	12	Sore eyes	5
Cataracts	11	Spinal meningitis	3
Chorio-retinitis	1	Flu	1
Colitis	1	Hemorrhage at birth	1
Congenital	20	Improper care at birth	1
Detached Retina	1	Tonsils	1
Measles	2	Unformed sockets	1
Opthalmia Neonatorum	1	Unknown	34
Scarlet fever	1	Weak eyes	2
Scattered pupils	1		

INSTRUCTION

Normal children acquire a knowledge of English through hearing. Listening to constant repetition of spoken English a normal child learns to speak and when they have attained the age of six years have a wide vocabulary. When a deaf child enters school at the age of six they do not have a word of English, so the difficult task of the teacher is to give them this knowledge, the instrument which unfolds to them the field of human knowledge.

This teaching of English is a slow technical procedure requiring the services of a highly technically trained teacher for this special kind of education. The education of a deaf child requires from 12 to 14 years and at the end of that time the child has-

completed a course which corresponds to Junior High School work in a regular public school.

During the first four years a child is in school practically all of the English terms must be illustrated by special equipment and special educational methods adapted for the deaf. After deaf children have acquired sufficient English to read for themselves, they can acquire a knowledge of English much more rapidly.

In the Florida School the combined method of instruction is followed. This method includes all other methods and enables the school to adapt its educational methods to that which is best suited for the individual child. Every child is given an opportunity to read the lips and acquire speech.

If suitable progress is not made by this method, they are transferred to another class whereby most of the instruction is given by manual spelling and writing. The objective of the school is to give every child a good knowledge of English and the ability to speak and read the lips, if possible.

THE LIBRARY

The library for the deaf contains approximately 3000 volumes which covers the best of the different kinds of literature within the range of understanding of the pupils.

Constant reading is invaluable in the matter of attaining a wide vocabulary. In no other way can deaf children increase their vocabulary. Each year a considerable number of books are added to the library. A great deal of time and thought is given to the examination and selection of proper books and literature. The latest editions in the leading encylopedias have been placed in the library.

The children have access to a wide range of magazines and the daily newspapers. Each school room is supplied with sets of books and supplementary reading which coincides with the course of study.

RHYTHMIC TRAINING

As stated elsewhere each child upon entering school has an opportunity to learn to talk and to read the lips. The development

of speech in a totally deaf child is a tedious and arduous task. It requires a highly trained and specialized teacher with much patience to develop intelligible speech and the ability to read the lips.

Rhythmic training helps very much in the development of audible speech. Through vibration the children are able to develop pitch, modulation, inflection, accent and fluency. This phase of the work is usually carried on by the aid of a piano. The primary children of the school have organized a toy orchestra. They derive a great deal of pleasure from this phase of the work and are in much demand for public entertainments.

AURICULAR TRAINING

The last five years has brought forth much information in regard to the development of residual hearing. Modern group aid instruments have been invented, by which children with a certain amount of residual hearing are able to receive instruction through their ears. By the help of these hearing aids schools have been able to preserve the naturalness of the speech of hard-of-hearing children and also to develop more natural speech in those who do not have a high degree of hearing.

Practically all schools for the deaf are giving more time and attention to this new phase of the work. Recently there has been added to our equipment the Aurex by which an instructor is able to instruct a class of 12 pupils at one time. The teacher speaks into the microphone and the pupils receive instruction through individual earphones which have dials by which they may intensify or diminish the reception according to the need.

Pupils are able to learn much more rapidly through auricular instruction. The school also has on hand a 6-A Audiometer which is a recent invention of the Western Electric Company.

In addition to the Aurex the school has a Radio-ear, an air conduction hearing aid which is used in the advanced department. It also has a Sonotone, a bone conduction hearing aid which is used in the primary department. Plans are being made for the addition of one more hearing aid at an early date.

VOCATIONAL TRAINING

The majority of our students must earn their living in the vocational world. Only a few will be able to enter the professional field. In terms of future happiness and usefulness the choice of a vocation is one of the most important a person will ever make. This brings up the question of planned training or guidance.

In planning vocations we try to make a careful study of a wide range of vocations and the possibilities of success in them by our students. In order to discover abilities and aptitudes of the students much attention is given to educational, vocational and personal guidance. A study is frequently made of the needs and opportunities in the various trades. Considerable time is given to the study of the vocations we are teaching with the possibility or opportunity of placement after the pupils leave school.

Before a student is allowed to take up the study of any vocation they are tried out in various kinds of vocational work. Pupils in the Department for the Deaf are given instruction in printing, linotype operating, gardening, floriculture, painting, calcimining, woodworking, general carpentry work, shoe repairing, barbering, general repair work and elementary plumbing. Of course, practically all of the work carried on in our vocational department is really pre-vocational.

The school has received splendid cooperation from the State Department of Vocational Training in the matter of giving our students further and more intensive training after they have left school. Frequently students are placed with business concerns downtown where they get actual experience in the vocations they are learning. Often students who have made all the progress possible in the academic department are allowed to spend most of their time in the shops where they receive more intensive training. On the whole graduates and ex-students are meeting with a satisfactory degree of success.

The girls receive instruction in cooking, plain and fancy sewing, dressmaking, rug weaving, typewriting, laundry work and home making. A number have studied beauty culture and have been successful in this line of work. All students have an opportunity to receive some instruction in art.

Department for the Blind

The education of a blind child is not so difficult as that of a deaf child due to the fact that they do not have the language difficulties. After children in this department have learned to read braille which requires from six to twelve weeks their progress is just as rapid as that of children in the regular public schools.

The course of study covers 12 years and in so far as textbooks are obtainable in braille, the course of study corresponds to that of the public schools. In the majority of cases it is necessary to use different textbooks due to the fact that those prescribed by the State Course of Study are not obtainable in braille.

Library for the Blind

The Library for the blind contains approximately 2500 volumes of all kinds of literature. Due to recent grants of money by Congress a large range of up-to-date literature has been made available for the blind. These books are obtainable from the Congressional Library and other libraries in different sections of the country. Also, magazines of the current event and religious nature are being put into braille. The facilities of the American Printing House for the Blind at Louisville, Kentucky have been enlarged by increased financial assistance from the Federal government.

This institution furnishes practically all the textbooks and tangible apparatus used in schools for the blind. Recently many improvements have been made in the Talking Book and also financial aid has been given by the government for the manufacture of records covering short stories, full length novels and the best in literature.

Musical Department

The school has a splendidly equipped Department of Music. Instruction is given in piano, violin, voice and stringed instruments. All children possessing any musical ability are given instruction. Musical instruction is given for pleasure and with the thought that in a few cases where students possess exceptional ability along musical lines it will provide a livelihood.

The school has an orchestra which is in demand for public

entertainments and also a chorus. Frequently recitals and concerts are given in the school auditorium to which the general public is invited.

The students of the music department render a Christmas cantata each year which is largely attended. The 1937 Christmas operetta was "The Magic Nutcracker." The story was the fanciful dream of a little girl on Christmas Eve about which was woven the music of Tschaikowsky's famous Nutcracker Suite. Lovely music, graceful dancing and splendid acting done by sightless pupils made it a very splendid production.

The following program was given:

THE MAGIC NUTCRACKER
by Jane Kerley

SCENE I Miniature Overture
SCENE II Arab Lullaby
SCENE III The Candy Fairy
SCENE IV The Chinese Boy
SCENE V The Reed-Flutes
SCENE VI March
SCENE VII Waltz of the Flowers
SCENE VIII (same as Scene II) The Awakening

—o—

DAISY B. WILSON, Choral Director
MARY MACDONELL, Stage and Costume Director
LUCILE MACKNESS, Dancing
EDMUND BUMANN AND WILLIAM GROW, Scenery
LOUIS GERBER, Lighting
DAISY B. WILSON, Accompanist

Costumes were made by the Sewing Class of the Deaf Department under the direction of Miss Willie McLane and Mrs. Eugene Hogle, and by the Sewing Class of the Blind Department under the direction of Miss Marian Line.

The programs were printed by the Printing Class of the Department for the Deaf under the direction of J. L. Myers.

VOCATIONAL TRAINING

In a changing economic world such as we have today there are occupational opportunities for our boys and girls that have not been before. Some of these are not entirely vocational and require more academic preparation than ordinary vocations. Among

these are social work, tutoring young children, dictaphone operating, switchboard operating, stenographic work, massage work, professional writing and lecturing. Vocational training is given much time and stress, the same as it is in the Department for the Deaf.

The boys are taught broom-making, mattress-making, mop-making, chair-caning, piano-tuning, brush-making and rug-weaving. The school has a well-equipped workshop for the blind under the direction of a very competent instructor who has thorough training and a wide experience. In this shop are manufactured several different kinds of brooms which are sold to the different state institutions. We also have a wide sale for our mops and the chair-caning department is kept busy putting new bottoms in chairs which are sent to us.

Many of our graduates and ex-pupils are employed in broom shops in different parts of the state. The girls are given instruction in basketry, rug-weaving, crocheting, sewing and housekeeping. One girl with a high degree of sight is taking the course in beauty culture and will undoubtedly meet with success in this line of work.

HEALTH

One of the most important things in a residential school where children are to be educated is a proper health program. Great care is taken to see that our students have plenty of recreation, adequate rest, nourishing food and careful supervision at all times. Due to the watchfulness and constant care of well trained and experienced matrons, supervisors and medical staff we are thankful to report that during the past biennium we have not had much illness.

In January 1938 we had an epidemic of measles. One boy developed pneumonia and gave us considerable concern for a few days. However, he quickly recovered and was soon back in school again.

All meals are prepared under the careful direction of a dietician and much thought is given to their planning, careful preparation and serving. An adequate supply of fruits and green vegetables are provided. At the beginning of the school year all

children are given a careful physical examination and any defects are noticed and corrected. Thereafter monthly check-ups and weight records are made of each child in school. Any child who is not up to proper weight and in proper condition is put on a special diet and given extra care.

As stated above, a well planned health program directed by experienced and competent instructors helps very much in the matter of having a minimum amount of illness during the school year.

INFIRMARY

The school has a 25 bed infirmary in charge of a graduate nurse. Most of our work in the infirmary is taking care of minor illnesses. We have found out that the common cold causes more loss of time from school than any other ailment. Last year we gave a cold preventative called "Entoral" to 30 of our children who were most susceptible to colds. This preventative as nearly as we were able to estimate conservatively was beneficial in 60% of the cases. The school has on its payroll a medical doctor, a dentist and an ear, eye and throat specialist. A clinic is held at the opening of the school year and notations made of whatever dental attention is needed by the children. Dental attention is given as required.

Careful records are made of the eye defects of different children and corrective measures are taken wherever sight may be benefited. Each year one or more children have returned to the public schools after proper treatment with glasses. During the past school year there were only 947 hospital days for the entire student body of approximately 350 children.

DAILY PROGRAM

Our daily program is arranged so that most of the academic work may be accomplished in the morning while the children are fresh and attentive. The vocational and physical training work is given in the afternoons. Regular classroom work is carried on from 8 until 1 o'clock and the vocational work and physical training exercises from 2 until 5 o'clock.

A great deal of time is given to the arrangement of the daily

routine in order that the students may be kept busy, yet have plenty of time for relaxation and recreation. The vocational work is carried on from 2 until 4 o'clock. After 4 o'clock the children are kept busy with physical training and play. Vocational work ends at 11 o'clock on Saturdays.

The older children are allowed to go downtown in the afternoon to do their shopping. Younger children go downtown at frequent intervals under the supervision of their supervisors. On Sunday a non-sectarian Sunday School is conducted for all departments. A chapel service is held for the department for the deaf. The children in the department for the blind attend the downtown church of their choice. The following is a schedule of our daily program of work.

ORDER OF THE DAY

SCHOOL DAYS

Rise	6:00 a.m.
Breakfast	7:00 a.m.
School	8:00 a.m.
Recess	10:45 to 11:00 a.m.
Close of School	12:50 p.m.
Dinner	1:05 p.m.
Shops and Industries	2:00 p.m.
Close of Shops and Industries	4:00 p.m.
Recreation	4:00 to 5:00 p.m.
Supper	5:30 p.m.
Study	7:00 to 9:00 p.m.
Retire—Lights out	9:30 p.m.

SATURDAYS

Rise	6:00 a.m.
Breakfast	7:00 a.m.
Shops and Industries	8:00 a.m.
Close of Shops and Industries	11:00 a.m.
Dinner	1:05 p.m.
Supper	5:30 p.m.
Meeting of Literary Societies	6:30 p.m.
Retire—Lights out	9:30 p.m.

SUNDAYS

Rise	7:00 a.m.
Breakfast	8:00 a.m.

Sunday School	9:00 to 10:00 a.m.
Dinner	1:15 p.m.
Devotional Exercises	2:30 p.m.
Refreshments	5:00 p.m.
Meetings of Christian Endeavor Societies:	
Department for the Blind	5:45 p.m.
Department for the Deaf	6:30 p.m.
Retire—Lights out	9:30 p.m.

PHYSICAL TRAINING

The school has a well organized department of physical training and every student from the youngest to the oldest has some form of exercise daily. The work of this department includes physical examinations, formal gymnastics, individual and group gymnastics, organized and unorganized games, folk and social dancing and planned talks on hygiene.

Considerable attention is given to athletics for the older boys and girls. We have a boys' basketball team and also a girls' basketball team. These teams play nearby public schools and occasionally go to nearby states to take part in basketball tournaments conducted by state schools for the deaf. Due to the immaturity of our boys we have not been able to engage in football to any great extent. However, we have a team and have a football schedule each fall. Well planned recreational facilities have been provided for the smaller children at Wartmann and Bloxham Cottages.

Each spring the school puts on an annual gymnastic exhibition which is largely attended by citizens of St. Augustine and the surrounding territory. This program is largely a resume of the physical training work that has been carried on during the school year. The 1938 gymnastic exhibition took the form of a circus and was attended by more than two thousand persons.

For this program the work of many different departments of the school is correlated. The costumes are made by the pupils of the sewing classes. The music is provided by the orchestra from the department for the blind and the staging is made by the boys from the manual training department. The following is the program of the exhibition given on April 21, 1938:

STATE SCHOOL CIRCUS
ANNUAL GYMNASTIC EXHIBITION

Classes in Physical Education

April 21, 1938

1. PARADE
2. MONKEYSHINES—Primary Deaf Children
3. LIVING STATUES—Deaf Girls and Boys
   (a) Flower Market in Athens
   (d) The Danaids
   (c) Pan and the Dryads
   (b) Grecian Dancing Girls
   (e) The Olympic Games
   (f) The Fountain
4. CLOWN DANCE—Junior Deaf Girls
5. BULLFIGHT—Deaf and Blind Boys
6. ACROBATICS—Senior Deaf Girls
7. BARN DANCE—Blind Girls and Boys
8. BALANCING STUNTS—Sherwood Hicks
9. TUMBLING—Deaf Boys
10. TRAINED ANIMALS
    (a) Dancing Horses—Blind Girls
    (b) Educated Bear—Deaf Girls
    (c) Lions and Tigers—Deaf Girls and Boys
11. TIGHT ROPE WALKERS—Deaf Girls
12. PYRAMIDS—Blind Boys
13. RIFLE EXERCISES—Deaf Boys

CLOWNS—J. L. Myers, Ray Railsback, Lee Cooper, Elwood O'Brien, Sawley Helms and Jimmie Davis

PHYSICAL CULTURE DEPARTMENT

JOHN W. ALEXANDER, Athletic Director
LOUIS GERBER, Asst. Athletic Director
MRS. MARY GUY, Girls' Physical Director
MISS ALICE THOMPSON, Asst. Girls' Physical Director
MISS CLARICE CLAPP, Asst. Girls' Physical Director
MISS LUCILE MACKNEIS, Dancing Instructor
CARL J. HOLLAND, Deaf Boys' Military Director

MISS WILLIE MCLANE and MRS. LILY HOGLE, Costumes
MR. WILLIAM GROW, Art
MR. EDMUND BUMANN, Scenery
MR. JOE MOORE, Painting
MR. EUGENE HOGLE, Lighting
MR. J. L. MYERS, Printing

Music by State School and Chorus

MRS. IDAZ KOCER, Piano
MISS DAISY WILSON, Chorus
MR. LOUIS GORER, Violin
MR. FRED V. MAYHUE, Wind Instruments

MILITARY TRAINING

Military training is carried on with a group of older boys in a small way. This phase of our work we have found out is very helpful in developing proper carriage, the development of good personality traits, initiative, alertness and helps out somewhat in the matter of having better discipline.

Boys in this department are much in demand for special parades and entertainments. They had a prominent part in the dedication of Old Fort Matanzas and also in the Restoration Program which was given in the City of St. Augustine.

FARM AND DAIRY

The school farm located at Casa Cola about five miles north of St. Augustine is proving helpful in a number of ways. It is impossible to carry on a proper health program in a school of this kind without plenty of good milk. As a matter of fact, each child should have a quart of milk per day. We have had practically this amount for each child during the past biennium. During the past year the dairy supplied the school with 22,167 gallons of milk.

The dairy herd now consists of 73 herd of stock. Practically all of them are registered Jerseys. The herd is Federally accredited as being free from T. B. and Bang's disease. Approximately one third of the stock on hand is 18 months' old heifers which have been bred and developed on our own farm. In 1937 the school became a member of the Volusia County Dairy Improvement Association and careful records have been kept so that we know exactly what each cow is doing in the matter of production. With these records at hand and an increasing supply of young stock on hand for replacement purposes we are ready to start culling the herd with an idea of retaining only those cows who have the average or above the average production records.

In 1937 a 100 ton glazed tile silo was erected at the farm and

filled with cane ensilage which was grown on land cleared as a W. P. A. project. Considerable other land which was cleared has been planted to clover, and other grasses especially adapted for this section. We have received much favorable comment on one of the pastures that has been developed.

The school also has a poultry plant at the farm and it is our plan to keep on hand about 600 laying hens. We believe the white Leghorns are the best stock for laying purposes. During the past year the poultry plant from the farm furnished the school 6,123 dozen eggs.

The school farm has furnished a considerable supply of vegetables for the school. However, due to the drought in this vicinity the last school year practically no vegetables were grown. There is a great need for more land for pasture and farm purposes and provision should be made for the clearing of more land at a very early date. There are also certain improvements which must be made at the farm. Two small buildings should be erected for the protection of herd animals and dairy stock during the cold, rainy months in the winter season.

Provisions have been made to extend the power line to the farm. At the present time light is furnished by a Kohler plant. After power has been obtained it is planned to put in equipment to grind the feed for our dairy herd by which plan we should be able to cut our feed expenses considerably. There will also be a need for certain refrigeration in order that our milk may be taken care of in a more sanitary and up-to-date manner.

A road has been extended from the St. Augustine-Jacksonville highway into the farm. This was done as a W.P.A. project. This road should be re-graded and paved with some suitable material in order that the trucks may get in and out of the farm during the rainy weather.

The school also has a herd of hogs which are largely fed by garbage from the main plant. This project furnishes a considerable amount of pork for the school during the winter months. The different farm activities have helped considerably in the matter of having a properly balanced diet for our student body and should be more helpful as it is further developed.

REPAIRS AND IMPROVEMENTS

During the summer of 1937 the bathrooms in Wartmann Cottage which houses our primary children were completely rebuilt and equipped. Shower baths were added and both baths were finished in tile. The same improvement has been planned for Bloxham Cottage, a dormitory that also houses the primary children.

In addition to the regular repair program such as calcimining, re-decorating and painting a large amount of plumbing has been replaced. Since the City of St. Augustine has installed a soft water plant our plumbing requirements have not been nearly so large. Two additional classrooms have been added for the department for the deaf. These take care of the typewriting and art departments. A new roof has been placed on the Industrial Workshop for the Blind. A small building known as the Armory has been re-modeled completely and the interior re-arranged. A large number of lighting fixtures have been replaced in the classrooms which makes reading and studying much easier on the eyes of the students.

The buildings at the farm were painted during the biennium. Much of the painting and re-decorating is done by the boys in the paint department during the school year as a part of their vocational training. During the biennium a large amount of shrubbery was placed about the different buildings which adds to the beauty of the campus very much.

The roofs of the older buildings are rapidly deteriorating and in the near future will require considerable repair.

GRADUATES

In 1937 there was one graduate, Donald B. Shaeffer of Sanford, from the Department for the Blind. In 1938 there were ten graduates, eight from the Department for the Deaf and two from the Department for the Blind. The graduates from the Department for the Deaf were: Annette Long, Tallahassee; Frances Todd, Tampa; Lorraine Wertheim, Tampa; Mabel Jo Johnson, Jacksonville; Leander Moore, Jacksonville; Leroy Cooper,

Tampa; Mitchell Kalal, Lakeland; Robert Edwards, Callahan; and the two graduates from the Department for the Blind were Kathryn Reardon, Ocala and Bernita Gilberstadt, Canal Point.

PUPILS IN INSTITUTIONS OF HIGHER LEARNING

The Legislature provides a scholarship fund of $1,000 each year for pupils who are successful in passing college entrance examinations and wish to attend institutions of higher learning. At the present time two students from the department for the deaf are enrolled at Gallaudet College, the national college for the deaf, located in Washington, D. C. They are Albert Reeves of Millview and Leander Moore of Jacksonville. Robert Barnett and Doris Hodges of Jacksonville who graduated from the department for the blind in 1936 are enrolled at Stetson University. Ernest Shaheen graduated from our department for the blind and later from the University of Florida and is taking advanced work in music at the Boston Conservatory.

More of our pupils are becoming interested in higher education and desire to take up some kind of a profession, therefore, it is my opinion that it will be a wise thing to make more money available for scholarships.

PROFESSIONAL IMPROVEMENT

A large number of teachers have given evidence of increased interest in professional improvement by attending conventions, summer schools and conferences. In June 1937 the President attended the Biennial Convention of American Instructors for the Deaf which was held at Columbia University in New York. This convention was also attended by the following faculty members: Mr. J. W. Alexander, Mr. Louis Gerber, Miss Elizabeth Higgins, Miss Lula Belle Highsmith, Mr. Julius Myers, Mr. Edmund Bumann and Miss Lucile Mackness.

In June 1938 the President attended the Biennial Convention of the American Instructors of the Blind held in Lansing, Michigan. This meeting was also attended by Miss Marian Line and Mr. Fred V. Mayhue.

The President also attended the annual meeting of the Board of Directors of the American Printing House for the Blind held in

Louisville, Kentucky at which meeting it was decided that the American Printing House should take steps towards the matter of providing clear type books for that class of children who possess too much sight to read braille, yet their sight is too defective for the ordinary ink print.

The meeting of the American Association to Promote the Teaching of Speech to the Deaf held at Wayne University at Detroit was attended by Dr. C. J. Settles, President; Mrs. Lucile M. Moore and Mrs. Walker R. Williams. At this meeting a great deal of stress was laid on the necessity of better facilities for the development of residual hearing and provision for instruction through the ear. The manufacturers of a large number of group hearing aids demonstrated their instruments at this meeting.

Every faculty member belongs to the national association covering their special field of work. The school has a 100% membership in the American Association to Promote the Teaching of Speech to the Deaf, the Association of the American Instructors of the Deaf, the American Instructors of the Blind and the Florida Education Association.

STUDENT ACTIVITIES AND SOCIAL LIFE

In order to obtain the best results and maximum efficiency in a residential school it is necessary to have a well regulated daily routine. However, plenty of time is provided for social life and recreation.

Monthly parties are provided to which all the children are invited and take part. Frequently the older children have dances which are attended and chaperoned by members of the faculty. Every two weeks motion pictures are shown in the school auditorium. Frequent trips are made to places of interest near St. Augustine. In each department there is a well organized Christian Endeavor and Literary Society. The programs are arranged and given by the students under the direction of faculty advisors.

Each spring the older boys are taken to camp Win-Co-Ma near Starke for a three day camp. The older girls are also taken on a week-end camping trip. Instructors accompany the students

on these camp excursions. In the spring a number of picnics are arranged for the different groups of children. A great deal of effort is made in carrying on the work of the different student organizations to give the children the opportunity to develop initiative and leadership.

GENERAL INFORMATION

The Florida School for the Deaf and the Blind is a state supported educational institution for the education of all children whose parents or guardians are citizens of the State and whose hearing or sight is so defective that they cannot be properly educated in the public schools.

Board, tuition and medical attention for temporary illness are furnished by the State. As stated above, the work of the school is entirely educational and in no way charitable or custodial. Students must be of sound mind and capable of making satisfactory progress. Students must be between the ages of 6 and 21 years. Students who do not have the mental capacity to receive an education or make satisfactory improvement in either the academic or vocational department will not be received or retained.

Pupils are received for admission upon an application blank submitted by parents, guardians or friends which must be signed by a physician. Each student must also before being accepted present a certificate signed by the Board of County Commissioners of the county of which they are residents which indicates that they are entitled to admission and education in this school. After a child is admitted the first time the school furnishes the transportation for its students to and from school.

The 1937-38 school year was for a nine months' term. School usually opens early in September and closes early in June. The course of study is similar to that of the regular public schools. However, methods especially adapted for the education of the deaf and the blind must be used and only teachers are employed who are especially trained for the work of educating a deaf or blind child.

The objective of the school is to prepare its students for a place in the world or for college. In addition to an academic education the school has well equipped shops in which its students may learn a vocation. This work, however, is pre-vocational. Former graduates and pupils are meeting with success in many different vocations and are rendering a useful service to their communities.

EIGHTH BIENNIAL CONVENTION OF THE FLORIDA ASSOCIATION FOR THE DEAF

Part II

The Eighth Biennial Convention of the Florida Association for the Deaf was held at the school June 9th to the 12th inclusive. The Convention was attended by almost 140 former graduates, students and friends. The meetings were presided over by R. H. Rou of Miami, President of the Florida Association of the Deaf and a graduate of the school (1913) who is employed as a linotype operator on the Miami Herald.

The distinguished guests of honor were O. W. Underhill of Morganton, North Carolina, founder of the Florida Association of the Deaf in 1917 and a teacher in the school for several years. He is widely known as a friend of the deaf and was one of the Convention's principal speakers delivering an address on Saturday morning on "The Purpose of the F. A. D."

The other two honor guests were Miss Willie McLane who has been housemother of the older deaf girls for 38 years, and A. W. Pope, past president of the F. A. D. and one of the first graduates of the Florida State School for the Deaf and the Blind. Mr. Pope is a long time employee of the Record Company having been affiliated with that organization for 30 years in the capacity of linotype machinist-operator.

Among the older graduates here for the reunion were Mrs. Gholdstone of Atlanta, Georgia and Mrs. I. O. Davis of Benton, Arkansas, class of 1907; and A. W. Pope of St. Augustine, class of 1898. Mr. and Mrs. R. E. Kelly of Gainesville and Mrs. Lorena Howard of Miami, former students were also present. These six former students attended this school when it was located in the old wooden buildings on the south side of the campus.

The program was opened on Friday morning, June 10th with the invocation by Reverend Robert C. Fletcher of Birmingham, Alabama, representative of the Episcopal Church to the deaf of the South. Addresses of welcome were given by Mayor Walter B. Fraser, Charles W. Isaacs, Jr., President of the local Chamber of Commerce and Dr. C. J. Settles, President of the School and also representing the State Board of Control.

After the addresses of welcome the morning session was devoted to the hearing of reports of the President, Secretary, Treasurer and communications, announcements and appointments of committees. Just prior to adjournment "America" was beautifully rendered in signs by Miss Bessie Henderson, a graduate of the school. The afternoon was devoted to an outing at the beach which included a picnic, swimming and other amusements. At the evening session motion pictures showing certain parts from the annual gymnastic exhibition of the school and different phases of extension work in agriculture and home economics were shown by Mr. O. W. Underhill of North Carolina.

Saturday morning, June 11th, addresses were given by Dr. C. J. Settles, President of the State School for the Deaf and the Blind and Mr. Claude M. Andrews, Director of Vocational Education for the State of Florida and Mr. O. W. Underhill of Morganton, North Carolina.

Dr. Settles chose for his subject, "Educational Preparation for a Changing World," emphasizing that this is a time of change and uncertainty and that there is no phase of government or of education that has not undergone a radical change during the last twenty years.

DISCUSSES FEDERAL AID

During his address, Dr. Settles pointed out that practically all schools recently have received help from the government under PWA and WPA grants which have made more adequate buildings possible. In this connection, he emphasized that "the government in making better plans for the education of the deaf has done so under five headings." He listed these as being (1) early discovery and diagnosis; (2) curative and remedial treatment; (3) social contacts; (4) education and (5) employment. Of the latter point, he declared: "Placements is the supreme test of any program working for the social and economic adjustment of any group of people. This is best done through a field worker for the school in which the student is trained. This same field worker should also serve as a follow-up officer until the student becomes adjusted to his employer and his work. Several states have been able to provide such an officer and Florida should look forward to the time when it, too, has a field officer."

"The fact that in every section of the country in almost every line of human endeavor we find the deaf making a success and leading happy lives," Dr. Settles concluded, "is the best evidence that the specially provided schools have fulfilled the purpose for which they were founded."

A fine tribute was paid by the speaker to Thomas Hopkins Gallaudet, founder of the education of the deaf in America, an education only about 120 years old today.

VOCATIONAL TRAINING

In his address, Claude M. Andrews discussed "Vocational Training," paying particular attention to agriculture, home economics and instruction in trades, such as printing, linotype, and beauty culture courses for the girls. Mr. Andrews' activities in behalf of the deaf along vocational rehabilitation lines were heartily endorsed by the convention.

UNDERHILL SPEAKS

"The Purpose of the F. A. D." was discussed in interesting fashion by O. W. Underhill, former member of the faculty of the State School for the Deaf and the Blind and one of the founders of the Florida Association of the Deaf. Mr. Underhill expressed gratitude over the steady growth of the association from an organization with a membership of only 31 to well over 100 today. He laid particular emphasis on the purpose of the association, as being for the advancement of their own lot and making better the chance of deaf children to adjust themselves for citizenship.

SIGHT-SEEING TOUR

Following adjournment of the business session and the serving of dinner, the conventionites enjoyed an extensive sight-seeing tour of the city's historical points of interest. On their itinerary was a visit to the farm maintained by the Florida State School for the Deaf and the Blind located at Casa Cola, a project in which many expressed considerable interest.

The Eighth Biennial Convention of the Association closed with a religious service conducted in the school auditorium on Sunday morning at 9:30 with Reverend Frank E. Philpott of St.

Cloud, Superintendent of the St. Cloud Mission for the Deaf officiating.

The first reunion of the Association was held at the school in 1917 with 34 in attendance. The attendance of the 1938 Convention was 140. Miami was selected for the next meeting which will be held in 1940. Officers elected at the closing session for the next biennium were as follows: Carl J. Holland of Daytona Beach, President; Miss Lalla Wilson of Blountstown, First Vice President; Mr. Edward Clemons of Orlando, Second Vice President; Mr. Julius L. Myers of Tarpon Springs, (re-elected) Secretary and Mr. Charles McNeilly of Miami, Treasurer. All of the officers are graduates of the Florida School.

The social activities of the Convention were brought to a close by a banquet and dance in the main dining room of the school on Saturday evening. During the banquet tribute was paid to the Convention's three guests of honor, O. W. Underhill of Morganton, North Carolina, founder of the Florida Association of the Deaf; Miss Willie McLane, housemother of the deaf girls at the school here for 38 years; and A. W. Pope of St. Augustine who graduated in 1898 from this school. Each received a handsome gift.

APPROPRIATION REQUEST FOR 1939-1941

PART III

	1st. Year	2nd. Year
Salaries	$ 87,755.00	$ 87,755.00
Necessary and Regular Expenses	$110,516.50	$110,516.50
GRAND TOTAL		$396,543.00

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND
SUMMARY OF PROPOSED BUDGET
FOR 1939-1940

Department	*Salaries*	*Necessary and Regular Expenses*	*Total*
Administration	$ 5,740.00	$ 3,191.00	$ 8,931.00
Maintenance and Operation of Plant	3,915.00	38,631.50	42,546.50
School for the Deaf	47,668.00	5,647.50	53,315.50
School for the Blind	14,787.00	5,707.50	20,494.50
Dormitories	9,380.00	3,970.00	13,350.00
Dining Halls	2,935.00	35,345.00	38,280.00
Laundry		2,230.00	2,230.00
Hospital	3,330.00	1,313.00	4,643.00
Recreation		750.00	750.00
Dairy		8,126.00	8,126.00
Poultry		2,075.00	2,075.00
Produce Farm		2,830.00	2,830.00
Hogs		700.00	700.00
Totals	$ 87,755.00	$110,516.50	$198,271.50

PERMANENT IMPROVEMENTS

Description	*Requested* 1 Year	2 Years
Rewiring Walker Hall	$ 1,000.00	
Repairs to Roofs	2,500.00	
Repairs to Roads on Campus and New Road to Farm and south of Campus	10,000.00	
Garage and Maintenance Building	6,000.00	
New Central Heating Plant, new underground steam lines and repairs	39,858.12	
Complete New Plant for the Colored at Casa Cola	300,000.00	
Total	$359,358.12	

The Florida School for the Deaf and the Blind during the 1937-38 school year operated for a nine months' term, the first time in its history. This extra month of school was made possible by action of the last Legislature.

The extra month of school has been a very fine thing for our children and in the end we feel it will not cost the State any more money for the education of a deaf or blind child for they should be able to complete the course of study one year sooner than they would have when we had an eight months' term.

SALARIES

Under the heading of Salaries we are requesting $87,755.00. Teachers for the work of educating deaf or blind children must have all the training required for a teacher in the public schools, then one or two years of special training for the education of the deaf or the blind. Unless provisions are made to give slight increases to members of the staff who are well prepared and have had experience we are going to lose some of them to northern schools. This we cannot afford to do if we expect to maintain the high standard of efficiency which we have attained.

MAINTENANCE

Under the heading of Maintenance we are requesting a total of $110,516.50. Several of our buildings have been erected many years and it is absolutely imperative that they have much repair work done. Much of the machinery in the vocational department is antiquated and out of date. If we expect to send our boys and girls out to use modern machinery which they will find in well equipped shops of today, we must have more modern machinery. Also we should provide a few additional trades.

SCHOLARSHIPS

We are asking for an increase for Scholarships. Heretofore the Legislature has appropriated $1,000.00 per year which has been prorated three scholarships of $200.00 each for the deaf and two scholarships of $200.00 each for the blind. More of our graduates are entering institutions of higher learning and it is only fair that provision be made to help these deserving boys and girls who have in a large measure overcome the handicap of blind-

ness or deafness and cannot possibly attend institutions of higher learning unless the generosity of the State provides the means. I recommend that $1,400.00 per year be made available for scholarships.

EQUIPMENT

Under the heading of Maintenance I spoke of the necessity of having better equipment for our vocational department. It is necessary to have considerable new equipment for our household department. While we replaced some of our electrical refrigeration this biennium, it is going to be necessary to put in new equipment of this kind at the cottages and the colored school. The refrigerating equipment there is obsolete and liable to break down anytime.

In our educational department we must have modern group hearing aids for the development of residual hearing in our deaf children. More equipment of a scientific nature is needed in the department for the blind. The next biennium we would like to buy new talking books, more dissected maps and dissected material for teaching physiology. At the Farm new machinery is needed to grind feed for our dairy herd, also, to grind cane for the silo and perhaps refrigeration in order to keep our milk in a good sanitary condition.

IMPROVEMENT AND BUILDING REPAIRS

A considerable sum of money has been requested under the heading of Maintenance for plumbing needs, roof repairs, paints, varnishes and copper gutters. A large amount of this kind of work was done the past year but much remains to be done. New lavatories must be put in the school building, while it is absolutely almost imperative that new bathing facilities be provided at the colored school.

PERMANENT IMPROVEMENT

NEW CENTRAL HEATING PLANT

We are again requesting the sum of $39,858.12 for a new central heating plant. The present heating plant consists of one high pressure boiler for hot water and four small Kewanee type sectional boilers for heating purposes. The plant has grown until

at the present time our heating facilities are entirely inadequate. Every year it is necessary to spend considerable money for replacements and even then we are unable to heat our girls' dormitory as it should be and we are having a lot of difficulty keeping our blind girls comfortable. A complete new plant is an imperative need.

NEW PLANT FOR THE DEPARTMENT FOR THE COLORED

The Department for the Colored Deaf and Blind is badly crowded. It is located on the south side of the campus at no great distance from the department for the white children. The proper place for this school is probably on the school farm at Casa Cola, about five miles north of St. Augustine. If this school should be moved to Casa Cola, it is conservatively estimated that it will require at least $300,000.00 for a complete new plant. This amount of money should build a girls' dormitory, a boys' dormitory, administration and school building, and a water, heating and sewerage system.

As stated above, this department has grown so rapidly that our present housing facilities are entirely inadequate to give our colored blind and deaf children what they are entitled to in an educational way. Additional room for this school is an imperative need and absolutely necessary.

NEW ROADS

The south road into the campus which is made of cement is breaking up very rapidly and should by all means be repaired at an early date. The road to the south entrance of the campus has never been surfaced. The road to the farm at Casa Cola in rainy weather is almost impassable. This road was put in as a W.P.A. project two years ago and has now settled sufficiently to be surfaced.

CONCLUSION

The function of the school is not only to give our boys and girls a good academic education but a pre-vocational knowledge by which they may go out into the world, earn their way and fill a useful place in their respective communities. Graduates and former students are following many different vocations with

success. Some of our more talented graduates have graduated from institutions of higher learning.

In conclusion, I desire to express my appreciation to the Board of Control for their many helpful suggestions and advice in administering the affairs of the school. I also desire to express my appreciation to the Governor and the State Board of Education for their interest in the problems and welfare of the school. The splendid cooperation, faithful service of the teachers and employees of the school is fully appreciated.

Respectfully submitted,

Clarence J. Settles

President

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

FINANCIAL STATEMENT

1936-1937

Receipts:		
Legislature Appropriation for Necessary and Regular Expenses for 1936-1937		$ 75,115.00
Balance from 1935-1936 Appropriation		384.51
		$ 75,499.51
Disbursements:		
Provisions	$ 21,399.79	
Agriculture and Forage Supplies	518.97	
Light and Power (including supplies)	3,678.02	
Laundry	2,205.98	
Gas	101.34	
Drugs	333.81	
Liquid Fuels and Lubricants (cars, trucks, tractors, etc.)	1,089.36	
Coal and Heating Plant Supplies (including freight)	4,081.51	
Telephone	56.10	
Water Rent	675.00	
Janitor and Cleaning Supplies	397.90	
Printing and Advertising	574.76	
Equipment	6,257.41	
Educational Supplies	2,822.54	
Campus Expenses	558.26	
Scholarships	1,000.00	
Traveling Expenses (Pupils' Transportation)	1,601.43	
Office Supplies	170.44	
Insurance	3.10	
Dental and Surgical Supplies	122.37	
Plumbing Supplies	2,725.92	
Improvements and Building Repairs	4,238.10	
Incidental Expenses	6,727.19	
Employees' Pay Roll	14,159.02	$ 75,498.32
Balance		$ 1.19
Appropriated for Salaries for 1936-1937		$ 77,525.00
Balance from 1935-1936 Appropriation		1,985.10
		$ 79,510.10
Disbursed for Salaries for 1936-1937		79,509.74
		$ .36

PERMANENT BUILDING FUND

Amount brought forward July 1, 1936	$ 1,999.04
Received to June 30, 1937	1,018.03
Balance	$ 3,017.07

No disbursements.

INCIDENTAL FUND

Amount brought forward July 1, 1936	$ 9,699.11
No receipts:	
Disbursed during the year 1936-1937	3,459.35
Balance	$ 6,239.76

BOARD OF CONTROL, ACCOUNT

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

Amount brought forward July 1, 1936	$ 5,666.58
Received to June 30, 1937	12,750.10
	$ 18,416.68
Disbursed during the year 1936-1937	15,123.98
Balance	$ 3,292.70

FINANCIAL STATEMENT

1937-1938

Receipts:		
Legislature Appropriation for Necessary and Regular Expenses for 1937-1938		$ 96,000.00
Disbursements:		
Provisions	$ 23,910.27	
Agriculture and Forage Supplies	3,915.80	
Light and Power (including supplies)	4,036.07	
Laundry	2,108.12	
Gas	59.94	
Drugs	267.18	
Liquid Fuels and Lubricants (cars, trucks, tractors, etc.)	1,201.96	
Coal and Heating Plant Supplies (including freight)	6,024.91	
Telephone	108.61	
Water Rent	506.25	
Janitor and Cleaning Supplies	333.95	
Printing and Advertising	174.20	
Equipment	10,719.38	
Educational Supplies	3,121.91	
Campus Expenses	670.52	
Scholarships	200.00	
Traveling Expenses (Pupils' Transportation)	1,449.65	
Office Supplies	128.13	
Insurance	206.28	
Dental and Surgical Supplies	398.86	
Plumbing Supplies	1,409.91	
Improvements and Building Repairs	4,899.21	
Incidental Expenses	5,823.58	
Employees' Pay Roll	16,138.19	$ 93,323.47
Balance		$ 2,676.53

[Continued to next page]

FINANCIAL STATEMENT

[Continued from page 35]

Appropriated for Salaries for 1937-1938	$ 85,000.00
Disbursed for Salaries for 1937-1938	84,629.89
Balance	$ 370.11

PERMANENT BUILDING FUND

Amount brought forward July 1, 1937	$ 3,017.07
Received to June 30, 1938	434.92
Balance	$ 3,451.99

No disbursements:

INCIDENTAL FUND

Amount brought forward July 1, 1937	$ 6,239.76

No receipts:

No disbursements:

BOARD OF CONTROL ACCOUNT

FLORIDA SCHOOL FOR THE DEAF AND THE BLIND

Amount brought forward July 1, 1937	$ 3,292.70
Received to June 30, 1938	7,628.19
	$ 10,920.89
Disbursed during the year 1937-1938	4,723.81
Balance	$ 6,197.08

BIENNIAL REPORT

OF THE

Florida Agricultural and Mechanical College

For Negroes

TALLAHASSEE, FLORIDA

FOR THE BIENNIUM 1936-38

J. R. E. LEE, PRESIDENT

Composed and Printed in
THE PRINTING DEPARTMENT
of the
FLORIDA AGRICULTURAL AND MECHANICAL COLLEGE
TALLAHASSEE, FLORIDA

TABLE OF CONTENTS

Report of the President 5

Reports of the various divisions, etc.—

Division of Agriculture 15

Division of Liberal Arts and Sciences 18

Division of Home Economics 21

Division of Nurse Training and Health 24

The Registrar 29

Division of Mechanic Arts 36

The Commandant 40

Division of Extension 42

Dean of Women 43

Report of the Librarian 45

The Business Manager 47

Division of Education and Teacher Training 60

STATE BOARD OF EDUCATION

Hon. Fred P. Cone, *Governor, President*

Hon. R. A. Gray, *Secretary of State*

Hon. George Couper Gibbs, *Attorney-General*

Hon. W. V. Knott, *State Treasurer*

Hon. Colin English, *State Sup't of Public Instruction, Secretary*

STATE BOARD OF CONTROL

Hon. R. P. Terry, *Chairman* (Miami)

Hon. H. P. Adair (Jacksonville)

Hon. Thomas W. Bryant (Lakeland)

Hon. Chas. P. Helfenstein (Live Oak)

Hon. W. M. Palmer (Ocala)

J. T. Diamond, *Secretary* (Tallahassee)

J. R. E. Lee, *President of the Florida A. & M. College*

REPORT OF THE PRESIDENT

To the Members of the State Board of Control:

HONORED SIRS:

It becomes my pleasant duty to render a report of the Florida A. & M. College for Negroes for the biennium beginning July 1, 1936 and extending through the terms 1936-1937 and 1937-1938.

During these years there has been steady progress in our enrollment and a more determined effort to render substantial service. More and more it is evident that the student body and faculty have recognized the serious obligation to the State of Florida. Without reservation, I want to thank the Board of Control, The State Board of Education and the State Legislature.

As will be seen there have been advances in enrollment, and to some extent facilities for better service. The growth of the school has made it very difficult to keep up the standard which the State demands in the face of the fact that the funds for operating have not increased along with the growth of the institution. In fact we have been fearful less we render a poorer service and therefore lose a standard recognition because of a lack of funds. We think, however, we have met the situation reasonably well and to the extent that we have not, up to date, been compelled to be placed in a lower bracket than that upon which we have operated in the past years. It is our earnest hope that the State Board of Control and the State Board of Education may recognize the fact that it is impossible for the school to be enlarged and still maintain a standard of creditable service without having an enlarged income for maintenance.

VARIETY OF OPERATIONS

The fact that the Florida A. & M. College operates in so many directions makes it necessary for us to meet a much wider range of demands than would be made upon an institution which operates only in one direction.

We have practically six colleges of instruction here with auxiliaries such as music, library service, extension service, demonstration schools, short courses, training for various trade and agricultural activities. There has been a special demand upon us for taking care of groups of NYA girls and boys, varying from 50 to 100, who are here in training for immediate service in their home communities. While the federal government in a measure assists in the living ex-

penses of these persons, a large share of the instruction falls upon our regular faculty and school organization.

During the past twelve months there has not been a day but that there have been continued activities here at the Florida A. & M. College in the direction of training young people. We operate, not a nine months period, but a twelve months period.

ENROLLMENT

College and Demonstration Schools

Year	*Regular Session*	*Summer Session*
1936-37	1100	1215
1937-38	1157	1208

Extension

1936-37	733
1937-38	776

SHORT COURSES AND EVENTS

	1936-37	1937-38
4-H Club Conference	389	361
Farmers' Conference	200	250
New Farmers of Florida	135	205
Leon County Short Course (Boys and Girls)	243	850
County Teachers' Institute	92	105
Vocational Agricultural Conference	21	29
Vocational Agricultural Students	50	50
Adult Extension Leaders	24	24
Farm and Home Demonstration Agents	16	16
	1160	1890

It will be seen that the enrollment of 1936 and 1938 has been 3 per cent over the enrollment of the two previous years and that the enrollment of the second year of our biennium, that is 1937-38, has had an increase of 1.15 per cent over the first of the biennium years 1936-37.

In the above estimate we have not taken into account the service schools for boys and girls of some 75 people which we have operated constantly since early 1938.

While the number of graduates is not always an indication of growth it will be noted, however, that the number of graduates with degrees in the previous biennium was 189 and that the number of

graduates with degrees in this biennium for which we are making a report is 230. Normal graduates with teaching certificates total 68; making a summary of graduates for the biennium 298.

(See detailed report of the registrar.)

DIVISION OF AGRICULTURE

The Division of Agriculture, during this biennium as in the past, has continued emphasis in the training of young men to lead in farm life. During the biennium previous to this the total number of regular college students being trained for leadership in agriculture was 128. During the present biennium the total number of this group was 160. This does not include the short course training for various small groups that are here from time to time—the total number—more than two thousand.

It is necessary for us to enlarge this division by adding facilities for horticulture, floriculture and landscape work. A green house is one of our pressing needs. Our inability to have a green house causes us to lose a large opportunity in training that is in demand in Florida.

DIVISION OF LIBERAL ARTS AND SCIENCE

This division, while apparently distinct in itself, is, however, integrated with every division of the school. It furnishes general training for students of agricultural pursuits, trade activities—boys and girls, basic work for home economics and nurse training. Every other division of the school must depend upon this division of general education for the training which students must have in whatever direction their objectives point. Further equipment and a larger force must be added to this division in order that it may serve the entire college as is necessary.

DIVISION OF BOYS TRADES—MECHANIC ARTS

This division has endeavored to do practical work for young people along the lines in which they may find employment. More than 500 students have taken work in this division during the last two years in auto mechanics, carpentry, electrical appliances, radio service, general training for teaching trades, masonry, painting, plumbing, printing, and tailoring.

Those who pursue these courses and complete their training have no difficulty in finding employment. Those who do not complete their courses find ready employment as service helpers. Along with the STATE DEPARTMENT OF TRADE AND INDUSTRIAL EDUCATION we are entering upon additional lines of vocational training for next year.

The following are projected:

Dry Cleaning and Pressing
Bakery and General Cookery
Beauty Culture for Women
Barbering for Men

For these recent vocational set-ups it has been difficult to secure means for equipment and also to secure the right kind of trainers. We are, however, making progress.

Shoe Repairing: In justice to the demand of our students and the State, we must, as soon as possible, give training in shoe repairing.

It is well known to the Board that this trade division takes care of practically all of the work involved in maintaining the plant as well as keeping up all of the machinery, including farm implements. The report of the dean of this division will show that work has been done by the various departments with conservative estimate of value as follows:

Auto Mechanic Work	$ 2214.07	
Building Construction Work (for maintenance of the campus including masonry, electrical work, carpentry, painting, plumbing)	26058.65	
Printing (we do all the printing required of the institution)	11043.00	
Tailoring (we make all our uniforms)	4755.45	
A total for the two years of (See more detailed report of the Dean.)		$44,071.17

DIVISION OF HOME ECONOMICS

It is evident without argument that the Home Economics Division constitutes one of the most important features of training of the Florida A. & M. College. The general purpose of this division is to train young women for better home life whether this be in their own homes or the homes of other people by whom they may be employed.

The training includes home making in a general way, preparation for teaching home making, the various arts of home life, the training for good health and family life, a knowledge of the care of the young child, better knowledge of foods and their effect upon health, textiles, designs, house furnishing, etc. Every phase of this work emphasizes the importance of the fundamentals of home making.

DIVISION OF EDUCATION AND TEACHER TRAINING

Even though there has been a very marked progress in the preparation of teachers for the State of Florida, there is yet a large demand for properly trained and better trained teachers for practically every county in the State. The Division of Education is endeavoring to meet this need. We are pleased to state that the county superintendents of the State of Florida constantly draw upon us for persons who have had training and who can influence the public school work of the county. Even though we send out more than 200 each biennium there are yet many counties that have teachers who have had very little training.

This is one of the largest divisions of the college and with the Extension Division which serves several hundred each year constitutes a most important feature of the work of the Florida A. & M. College.

This division as others must have for continued standardized work a better paid and an enlarged teaching force.

(See more detailed report of the dean.)

EXTENSION DIVISION

The Extension Division, which is a part of our teacher training course, has for its direct objective the training of teachers while in service. As the records will show this division has to support itself. Practically no appropriation has been made for it and yet we have served during this biennium a much larger number of teachers than at any other time in the past. In fact, during this biennium we have served 1509 while in service during this school term.

Because of no appropriation for this work our regular teachers must be called upon to go long distances to do this work on Friday afternoons and Saturdays. The work is done by the regular teachers with no additional compensation.

SUMMER SCHOOL

The summer school is provided for in a limited way by the regular operating appropriation for salaries. This has not been sufficient, however, for us to do the work that is necessary during these eight weeks. During the past two years we have had in attendance here during 1936-37—1215 and during 1937-38—1208 making a total of 2423 teachers whom we have endeavored to help during our summer school period. It is perhaps the busiest two months of the entire twelve months of the college.

We should make this work even more effective by having a teaching force which would reduce the classes many of which now carry from 75 to 80 persons.

THE RATING OF THE FLORIDA A. & M. COLLEGE BY THE SOUTHERN ASSOCIATION

The Florida A. & M. College is one of the few State Colleges that has been accorded the highest rating—"A"—by the Association of Colleges and Secondary Schools of the Southern States. This rating was accorded on the basis of the character of our work even though our facilities were limited. Now that the facilities have been increased the rating committee is pressing the necessity of increased appropriations for salaries.

THE TEACHING FORCE

I wish to commend the faithfulness and loyalty of the teachers who have enabled us to attain to the success for which we now receive recognition. Without variation they have been willing to work not according to stipulated hours, but even beyond such hours where it would being advantage to the college. Not only have they been hard workers but they have been progressive. The large majority of them have made sacrifices to study at some of the large universities from year to year, to the end that each should be able to do a better service. As an illustration, during the past year and summer 34 members of our teaching staff studied at the various standard universities throughout the country. This is more than 50 per cent of those who give their time to instruction. Such devotion to progress is shown by a large number every year even though we have not been able to give them an income which would justify this annual outlay for advanced study.

SALARIES

Our salary scale is entirely inadequate for the preparation which the teachers have made and for the service which they must render. We are far below many other institutions that have the same rating which we have. Unless we are able to improve these salaries I fear we shall find ourselves discredited by the agency through whose direction the Negro schools of the South receive their estimate of consideration. Mr. Fred McCuistion whis is a member of the accrediting board of the Southern Association together with his committee has sent the following letter which I am asking the Board not to discredit:

ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS
OF THE SOUTHERN STATES

COMMITTEE ON APPROVAL OF
NEGRO SCHOOLS
H. M. IVY, *Chairman*
J. HENRY HEIDGERTH
THEODORE H. JACK

FRED MCCUISTION, *Executive Agent*
117 COTTON STATES BUILDING
Nashville, Tennessee

DEAR PRESIDENT LEE:

In comparing the salary schedules of the Class "A" colleges contained in the report sent you recently, I am a little surprised to find the salary schedule at the Florida A. & M. College so low. I am wondering if there is any possibility of your budget being changed or increased so that the salary schedule might show some improvement from year to year.

Our Committee of the Southern Association hopes you will be able to report some improvement in salaries by the time your next regular report is made to the Association.

Sincerely yours,
FRED MCCUISTION

President J. R. E. Lee
Florida A. and M. College
Tallahassee, Florida

In addition to this letter they have just made an estimate which shows in salary the Florida A. & M. College is far down the list. In fact it is 27th on the list. Twenty-six accredited colleges are above it and only ten are below it. Our low placement in this list has been entirely the result of the poor salaries we pay our teachers.

NOTE: Another matter in which we are affected by low salaries is that we have been compelled to lose some of the best men connected with the college in the past few years. First, we lost one of the best men in the Mechanic Arts Division whom we could pay only $1500 to another institution where he receives $2500. Last year we lost our librarian, whom we trained ourselves with the help of the General Education Board, but he goes to another institution with an increase in salary. We have just last year lost the Dean of Home Economics Division who goes to another land grant college with advantages which we could not offer. Each of these places is most important and leading places on our staff. We have lost other teachers as well, but these key persons we should be able to keep. I am hoping that the loss of such people from our staff and our inability to engage others of the same preparation may not cause the accrediting committee to act unfavorably.

LIBRARY

Even with the use of the house which was formerly used as the president's home as an annex to the library we do not have sufficient

room to accommodate the nearly a thousand students who need library service. The efforts on the part of the Board to secure a new adequate library are greatly appreciated and if successful will meet a need which is primary in connection with our endeavors to render additional service of a recognized standard.

HOSPITAL SERVICE AND NURSE TRAINING

The growing service of our hospital and health department has been both a source of encouragement as well as a larger obligation. We have had confined to the hospital during the past two years 905 students, teachers and outside patients. Visits to the out-patient clinic during these two years 7687; students and teachers and outside patients 2209; making a total of 9896 to the out-patient clinic. Special examinations to students entering college during the two years 1704. This does not include the patients treated at our annual February clinic each year of 560. Forty regular physicians and dentists come here each February from various sections of the country to assist in this clinic.

We have also made laboratory examinations of 8651 persons. More detailed accounts will be seen in the report from our medical director.

The growing interest in better health has caused this unusual demand to come upon us and we have been able to meet these in a limited way through help and equipment from the Rosenwald Fund and from our Auxiliary organizations here who are constantly at work for the convenience of the hospital. A colored citizen of Jacksonville, Florida, Mr. S. H. Hart, has recently given us $1000 to be applied to the building of a new hospital. He also pledges to furnish 20 rooms at $25 each.

Nursing

We have maintained steadily about an average of 25 Negro women in training for nursing. Our hospital is affiliated with the Provident Hospital at Baltimore and we have had four nurses to take the affiliated work there for a year and return to us for further training and now there are five nurses there who will, after a year, return to us for further training.

In our budget we are asking for additional equipment and in the near future we hope to have a new hospital to enable us to meet the growing demands of this phase of our work.

Student Help

During this biennium through the National Youth Administration and through the management of the college otherwise, fully

50 per cent of the student body have earned part of their expenses each year. The fact that they have been willing and anxious to work in order that they may help themselves rather than to be "carried" is a sign of proper development. Nearly one hundred each year have been helped by the NYA—for which help they must render service to the extent of 15 hours a week.

Gifts

While we have had no large gifts during this biennium we have, however, had some very valuable gifts. These have been in the interest of improving our hospital and health situation. During the past we have been without a fluoroscope which is absolutely necessary in the treatment of tuberculosis. Recently Mrs. Lillian H. Hoffman of Tallahassee gave $135 toward this instrument, to which was added $300 by the Rosenwald Fund which enabled us to secure this piece of equipment which strengthened our health service.

Contributions from the State Home and Farm Demonstration Agents have come to us which enabled us to equip a dental room for the examination of the teeth of our students and for service during our annual clinic. I make reference also to the contributions to the school by the Women's Auxiliary to the Hospital. They made over the dining room this year and equipped it in a manner that has greatly facilitated the hospital service.

NEW BUILDINGS

It is gratifying to be able to report that our housing facilities have been improved by practically 100 per cent. Through the federal government and the Board's economic planning in connection with the college we have been able to add to our housing facilities two very well appointed and constructed dormitories. The one for young men to accommodate 184 and the other for young women to accommodate 211. This gives us a most happy relief. We are, on the other hand, in need of a duplicate of these buildings to count ourselves properly and adequately housed. Especially is this demand necessary to be met by a duplicate of the new girls' dormitory for 211 more girls.

In submitting the budget of the Florida A. & M. College for the next two years I am endeavoring to be conservative and at the same time keep in mind that our increased enrollment must have consideration from the Board for a larger appropriation. We cannot grow in extent and preserve the property we already have as well as the property which we are acquiring without a larger expenditure for preservation and operation.

FURTHER NEEDED FACILITIES

In closing this report I wish to call attention to the further necessity of the following I am submitting in the budget under special buildings: the pressing need of a central heating plant; of an industrial science building; of a new library; of an addition to our trade building, and our agricultural building; a green house and plant propagation set-up; a larger expenditure for a variety of live stock and an additional expenditure for proper housing of our dairy and modern facilities for dairying.

All of these should receive consideration if the college is to keep the place it has and take the larger place which has been made possible for it in the education of the Negroes of the State of Florida.

J. R. E. LEE, *President*

REPORT OF THE DIVISION OF AGRICULTURE

TALLAHASSEE, FLORIDA, July 26, 1938

President J. R. E. Lee
Florida A. & M. College

MY DEAR PRESIDENT LEE:

I have the pleasure of submitting the biennial report from the Agricultural Division beginning July 1, 1936 and ending June 30, 1938.

All the departments in this division have grown steadily during the two years and have shown signs of definite progress.

Organized instruction has been given to the following groups:

Regular College Students	75	85
Vocational Teachers of Agriculture	21	29
Summer School Students (majors)	28	30
Vocational N. F. F. Students	135	205
4-H Club Students	389	361
Farm and Home Agents	16	16
Vocational Agricultural Students	50	50
Farmers Conference	200	250
Boys and Girls in Short Courses	243	850
Non-Major College Students	75	150
TOTAL	1632	2026

Eighteen young men graduated from the Agricultural Division during these two years and have found ready employment as farm agents, vocational agricultural teachers, and as trainees in service. These graduates like those who have gone out ahead of them are doing creditable work in the State of Florida. The state, county, and federal officials have spoken commendably of the work they are doing and the attitude they have exhibited.

POULTRY DEPARTMENT

This department succeeded in raising 4500 birds valued at $3150. These chickens were sold to the boarding department, the hospital, the cafeteria, and the families on the campus. The students are greatly

benefited by helping to trap-nest the laying hens, incubate the eggs and care for the growing chickens. Seeing the possiblity of the poultry industry in Florida, the students manifest a deep interest in this department. Aside from the meat sold, more than 3000 dozen eggs were produced and sold for $600. There are three distinct breeds of chickens kept on the yard and a few ducks and turkeys such as are generally grown in Florida.

DAIRY DEPARTMENT

Notwithstanding, the dairy herd suffered a severe loss of cows in 1935-1936 on account of the "Bangs" disease, the herd has increased rapidly and the milk production has increased in proportion more rapidly than the herd. During this period this growing herd of twelve milking cows (averaged) have produced 18,370 gallons of milk, valued at $7348. At present, there are 60 head of cows, old and young, including Jerseys, Holsteins, and Angus. The herd is growing rapidly and is a valuable asset to the program of the college.

TRUCK GARDEN

Favorable weather conditions and careful management have made it possible to furnish most of the vegetables needed in the boarding department, hospital, cafeteria, and to the college families. The vegetables produced and sold amounted to $2500. There was not a week during this period that some fresh vegetables could not be gathered from the garden. No lesson is more valuable to the students than the knowledge of producing a year round garden.

FARM DEPARTMENT

This is the largest and most important department in the Agricultural Division. There are 200 acres under cultivation, used as a laboratory of production on a large scale. During this period the farm produced 3200 bushels of corn valued at $3200, 260 tons of silage valued at $1300, 20 tons of hay valued at $400, 450 bushels of potatoes valued at $450, and 540 gallons of syrup valued at $405.

The swine herd which comes under the farm management produced and sold $1200 worth of pork.

THE CAMPUS

While the college campus does not bring in any financial returns, much time and effort are put forth to make it a beautiful place that will influence the lives and character of the students in such way that they will desire and plan to beautify their community, homes, and schools.

The Agricultural Division is grateful to you and those associated with you in making possible these working laboratories for students who desire to learn the improved methods of farming on large and small bases.

The other seven teachers of agriculture in the college express with me their sincere gratitude for having the opportunity to serve in this manner.

Yours very truly,

B. L. Perry, *Dean*

REPORT OF THE DIVISION OF LIBERAL ARTS AND SCIENCES

TALLAHASSEE, FLORIDA, September 1, 1938

To the President

SIR:

I have the honor to submit herewith an account of the operation of the Division of Liberal Arts and Sciences during the biennium, July 1, 1936 to June 30, 1938.

THE FACULTY

The Division of Liberal Arts and Sciences has made much progress during the biennium. The teaching staff continues to show evidence of healthy professional growth. At present only three members of the regular staff have not obtained an advanced degree. Of these, two are now in residence in different centers of higher education working towards an advanced degree. Sixty-two per cent of those who already hold masters degrees worked either a year or a summer during the biennium towards the doctorate degree.

STUDENTS

There has been an improvement in the general attitude of the students towards their work. I attribute this improvement to the fact that the college has followed a more rigid policy in dealing with those who give evidence of unfaithfulness in the performance of duty.

ACCREDITATION

The college has been able to maintain the class A rating awarded by the Association of Colleges and Secondary Schools of the Southern States. This is a remarkable achievement when we take into consideration the fact that our maximum salary is far below the standard of the accrediting body. This deficiency, together with our oversized social science classes, dangerously jeopardizes our present rating.

ORGANIZATION

In keeping with recent trends in higher education, we have made

steps towards the development of the general or lower level college. The multiple type curriculum formerly offered freshmen entering the Division of Liberal Arts and Sciences has been replaced by a single type curriculum consisting largely of survey courses designed to give the student a broad cultural background. In the sophomore year a limited number of elective courses are offered. This arrangement makes it possible for the student to devote the junior and senior years to work in the fields of his major and minor choice.

CURRICULUM

During the next biennium we hope to make progress in revising the content of the courses offered. At present our courses are still largely organized on the traditional subject centered basis. We plan to gradually discard this type for the more functional student centered curriculum.

PERTINENT NEEDS

Since the Division of Liberal Arts and Sciences is entrusted with so large a part of all the academic work of the entire college, the problems and needs of the institution as a whole are specifically applicable to this Division in particular. However, there are certain needs pertinent to this particular Division of the college.

Classrooms

With the introduction of survey courses, we are handicapped by the limited seating capacity of our classrooms. Survey courses make possible the handling of students in larger groups than the old traditional course. We recommend that the section of Science Building formerly used as a residence hall be converted into two oversize classrooms.

Science Equipment

Forty-three regular tripled nosepiece compound microscopes for bacteriology, histology, botany, and biology.

One opaque projector (Spencer Type).

One 16 mm. sound film projector.

Assorted wax models for Physiology, Anatomy, botany, and embryology (estimated cost $500).

One set of bacteriology laboratory tables—accommodation for thirty-two students.

Full lighting and gas equipment for tables, bacteriology.

Storage cabinet for bacteriology.

Storage cabinet for anatomy and physiology—display type.

Storage cabinet for histology and embryology.
One duplicator or ditto machine.
Five hundred lantern slides.
Five hundred prepared microscope slides.

FACULTY

Two additional English teachers.
One additional history teacher.
One additional mathematics teacher.

In closing this report, I wish to express my deep appreciation for the very generous support this division received from you.

Respectfully submitted,

E. P. SOUTHALL, *Dean*

REPORT OF THE DIVISION OF HOME ECONOMICS

TALLAHASSEE, FLORIDA, August 2, 1938

President J. R. E. Lee
Florida A. & M. College

MY DEAR PRESIDENT LEE:

A report from the Division of Home Economics, Florida A. & M. College, for the biennium 1936-1938 is hereby submitted.

EXPANSION OF THE HOME ECONOMICS PROGRAM

The increased enrollment for the past two years has justified the four year curricula in Home Economics. Five regularly employed teachers, assisted by the college dietitian, an itinerant teacher trainer, and a full time secretary have made the following possible:

1. Increased emphasis on improved homemaking.
2. Increased emphasis on prepared teachers.
3. Women students in Divisions of Education and Liberal Arts and Sciences.
4. Follow-up and closer supervision of teachers in service.
5. More courses offered to persons not majoring in home economics.

GROUPS RECEIVING INSTRUCTION

Instruction and aid in home and family living have been provided for:

1. Students majoring in the regular winter school.
2. Students majoring in the regular summer school.
3. Women students in the Division of Teacher Training and Liberal Arts.
4. Men students of the physical education department.
5. 4-H Club girls assembled for short courses.
6. Rural girls assembled for short courses.
7. Adults in household employment and homemaking.
8. Unskilled girls on NYA Project.
9. Junior and senior high school girls of the college.
10. Local and rural communities.

TECHNICAL HOME ECONOMICS COURSES OFFERED

1. *Home and Family*
   a) The Family, Its Health
   b) Home Management
   c) Child Care, Development and Training
   d) Applied Home Mechanics and Agriculture
   e) Residence in Home Management House

2. *Foods and Nutrition*
   a) Marketing and Principles of Cookery
   b) Meal Planning, Preparation and Serving
   c) Nutrition
   d) Dietetics

3. *Clothing and Textiles*
   a) Selection and Construction of Clothing
   b) Textiles
   c) Clothing for the family
   d) Designing and Draping

4. *Applied Art and Design*
   a) Fundamental principles
   b) Costume Design
   c) The House, Its Furnishings

5. *Home Economics Education*
   a) Methods of Teaching Home Economics
   b) Supervised Teaching of Home Economics
   c) Vocational Education

6. *Institutional Management*
   a) School Lunch and Cafeteria Management

RECOMMENDATIONS FOR FURTHER GROWTH AND DEVELOPMENT

We acknowledge, with sincere appreciation the provision of foods and illustrative supplies for the past biennium. Since instruction in homemaking depends so greatly on the uses of many kinds of materials and equipment and since students need to work with tools and devices as used in homes on varying economic levels so as to become vocationally efficient, $5,000 is recommended and requested for the following items:

1. A nursery school room with furnishings and equipment as used in the home by young children.
2. Replacement of worn chairs, stools, tables, and laboratory equipment to accommodate increasing numbers.

3. Illustrative materials for applied art and clothing classes such as color charts, pieces of cloth for color study, small household decorations, small furniture and household textiles.
4. Electric range and electrical equipment; china and glassware for food service.
5. Provisions for field trips, for observation purposes for practice teachers, in Tallahassee, rural schools and nearby towns. Trips to private and public business places.
6. Equipment for textile laboratory.
7. An additional teacher for the development of commercial trade courses for persons below the college level. Such courses as:
   a) Laundering
   b) Household employment
   c) Beauty culture
   d) Catering
   e) Clothing shops

With these considerations, the Division of Home Economics will be of more service to the people of Florida in the future, than in the past.

Respectfully submitted,

ETHEL MAE GRIGGS, *Dean*

REPORT OF THE DIVISION OF NURSE TRAINING AND HEALTH

TALLAHASSEE, FLORIDA, September 1, 1938

Dr. J. R. E. Lee, President
Florida A. & M. College

DEAR SIR:

I wish to submit to you with pleasure a report of the Division of Health embracing the operation of the Hospital and the School of Nursing for the biennium beginning July 1, 1936 and ending June 30, 1938:

DISEASE PREVENTION AND HEALTH RESTORATION

It is with a great deal of pride that we summarize these figures from our records indicating the ever growing scope of the services rendered in all the sub-divisions of the health program for the two years' period as follows:

Patients confined to hospital (Students)	349	
Patients confined to hospital (Teachers)	59	
Patients confined to hospital (Outside)	905	
Visits to outpatient clinic (Students)	7,525	
Visits to outpatient clinic (Teachers)	162	
Visits to outpatient clinic (Outside)	2,209	
Total patients treated in Annual Clinic:		
February, 1937	244	
February, 1938	316	
Students examined upon entering college:		
Fall of 1936	837	
Fall of 1937	867	
TOTAL		13,473
Antisyphilitic injections	1,947	
Students vaccinations	537	
Dental & Eye examinations and treatments	173	
Pneumothorax refills	123	
TOTAL		2,780

Student Nurses in training (1936-37)	14	
Student Nurses in training (1937-38)	16	
TOTAL		30
Operations performed (Major)	367	
Operations performed (Minor)	456	
TOTAL		823
Laboratory examinations (Urinalyses)	1,634	
Laboratory examinations (Kahn Tests)	3,103	
Laboratory examinations (Blood Analyses)	508	
Laboratory examinations (Malarial Slides, feces, throat, smears, etc.)	1,121	
Laboratory examinations (X-Rays)	279	
Laboratory examinations (Fluoroscopy)	55	
Tuberculin tests (Teachers)	23	
Tuberculin tests (Students)	780	
X-Ray tests (Teachers)	42	
X-Ray tests (Students)	108	
TOTAL		8,651

HEALTH EDUCATIONAL ACTIVITIES

1. The members of the hospital staff in addition to teaching the medical and nursing subject matter for the Accredited School of Nursing have also worked extensively in disseminating health knowledge among the students and teachers of the college as well as citizens of Tallahassee and vicinity. This program was carried out by means of health talks, demonstrations, health movies and scientific papers. The members of the staff have cooperated with the Leon County Health Unit, the Florida State Board of Health, the Florida Tuberculosis and Health Association, the Florida Medical, Dental and Pharmaceutical Association and all other local and State Health Agencies in the promotion of their educational health activities.

2. A number of outstanding physicians, dentists, pharmacists, nurses and other health workers visited the college and hospital during the two-year period to contribute to our health program. Among these may be enumerated the following:

Annual Clinic (February, 1937)	61
Annual Clinic (February, 1938)	59
Summer Session, 1937 (lecturers)	6
Summer Session, 1938 (lecturers)	6
National Hospital Day; National Negro Health Week, etc.	79
TOTAL	211

IMPROVEMENTS AND DEVELOPMENTS

The following improvements and additions during the past two years have facilitated the work at the hospital and made it possible to render better services to patients:

1. Through combined contributions from the Julius Rosenwald Fund and Mrs. Hoffman, we were able to add a new shock proof tub, fluoroscope and Bucky diaphragm to our X-ray equipment at a total cost of five hundred twenty dollars ($520).

2. By contributions from the State Home and Farm Demonstration Agents we were able to add to our dental equipment after the construction of a dental surgical room by the college.

3. An automatically controlled electric autoclave assuring safe and adequate sterilization of surgical materials was installed during the fall of 1937 at a cost of eight hundred twenty-five dollars ($825).

4. The Women's organization, appointed by President Lee, known as the Hospital Auxiliary, completely renovated the nurses dining room at the hospital during April 1938, from funds which they raised by tag sales and entertainments. The cost of this renovation was approximately sixteen dollars and twenty cents ($16.20).

5. A full time orderly whose services began in August 1937, was a very helpful and beneficial addition.

6. The use of an extra nurse during the school year 1937-38 serving as a clinical supervisor provided an assistant to the nurses force which appears now to be indispensable.

7. Three definite forward steps were made in the School of Nursing during the two-year period as follows.

a) The School of Nursing became fully accredited by the Nurses Examining Board in May 1937.

b) The fully recognized course leading to the B.S. degree in nursing was inaugurated at the beginning of the 1936-1937 school term.

c) One year's affiliation between our School of Nursing and that at the Provident Hospital at Baltimore, Maryland was started at the beginning of the 1936-1937 school term. During this year away the nurses receive classroom instruction and ward experience in obstetrics,

pediatrics, and public health nursing as well as invaluable association and contacts.

OUR NEEDS

Without a doubt, the present hospital structure has served its purpose well, but the cost of transforming it into a modern fireproof and up to date hospital to meet the needs and demands of present day patients would be so enormous that there is no question but what a new, safe and fireproof structure should be erected in its stead.

A new hospital should include a well-equipped kitchen and diet rooms; examination rooms; physiotherapy room; X-ray room; clinical laboratory; emergency room; dining room; morgue room; autopsy room; chart and record room; dental room; drug room; rest rooms; office; waiting room; operating room; delivery room; nurses' study and library; sterilizing room; scrub-up room; surgical dressing room; anaesthetic room; an elevator; utility rooms; storerooms and nurses' station.

The new hospital should have a capacity of 70 beds consisting of 8 four-bed wards; 3 two-bed rooms; 4 one-bed isolation rooms; and 8 private rooms.

A brick structure of this type will cost approximately $150,000. Modern and complete equipment for such a unit will cost approximately $50,000—a total of $200,000.

I might recite just a few of the apparent good reasons for trying to secure a new hospital at this time:

First, the students, teachers and other patients who need to be hospitalized will be removed from a possible fire hazard to a new fireproof building which will be an institution for the restoration of health.

Second, our rating with the Florida Board of Nurses Examiners and the American College of Surgeons will be strengthened by a well constructed and adequately equipped hospital.

Third, better training and instruction for student nurses will be afforded.

Fourth, a larger and higher type of service may be given to all patients by the eighteen white and eight colored physicians who make constant use of the hospital for the care of their patients. All of the regular, consultant and visiting staff physicians endorse this proposal.

Fifth, the federal government is taking the initiative in urging state and local groups to improve the health service and hospital facilities for all people. Increasing funds are being made available for the purpose of bringing up to date the facilities of hospitals already established, and to build hospitals and health centers where there is a need. Considering our past performance and future possibility, I feel convinced that our plea for funds and aid will be heeded.

PERSONNEL

In any event two workers should be considered as additions to improve the hospital service and to permit growth.

1. An instructor of nurses.
2. Clinical and laboratory technician. (Fees charged patients for laboratory tests will more than pay the salary of this worker who will increase the use of the hospital by all physicians.)

The constantly increasing volume of work being done at the hospital in the clinics and wards as well as a growing demand for increased supervision of the health of students and the instruction and direction of student nurses has caused each member of the hospital staff to extend himself to the limit of his physical and mental reserve. This has been done with satisfaction and pleasure in the contemplation that a larger program and a broader service with a sufficient number of workers will be an adequate reward for any sacrifices that may be made.

Respectfully yours,

L. H. B. Foote, M.D.,

Medical Director

REPORT OF THE REGISTRAR

TALLAHASSEE, FLORIDA, August 31, 1938

To the President of the College

DEAR DR. LEE:

The Registrar's Office of the Florida Agricultural and Mechanical College has the honor of submitting the following report for the biennium 1936-1938.

1936-37	3048
1937-38	3141

The enrollment total of each academic year was distributed in the following manner:

College	819	822
Demonstration High School	113	110
Lucy E. Moten Demonstration School	197	166
Extension Division	733	766
Summer Session	1215	1208
Short Courses (four days or more)	51	59
TOTALS	3048	3141

The totals shown above, representing the enrollment in the organization units of the institution as designated, were distributed between males and females in the following manner:

TABLE II

	1936-37		1937-38	
	Male	*Female*	*Male*	*Female*
College	346	473	365	467
Demonstration High School	57	76	66	44
Lucy E. Moten Demon. School	38	109	92	74
Extension Division:				
Collegiate grade	22	699	41	732
Noncollegiate grade	4	8	0	3
Summer Session:				
Collegiate grade	95	752	112	155
Noncollegiate grade	105	263	82	259
Short Courses (4 days or more)	30	21	38	21
TOTALS	647	2401	796	2345

The figures in Table I show an increase in three of the departments of work, as follows:

TABLE III

	Numerical Increase	Percentage Increase
College	3	.00363
Extension Division	43	.0554
Short Courses	8	.135

The figures in Table I also show a decrease in three of the departments of work, as follows:

TABLE IV

	Numerical Decrease	Percentage Decrease
Demonstration High School	3	.0263
Demonstration Elementary School	31	.157
Summer Session	7	.00376

Utilizing the figures in Table II the sex enrollment of the various departments of work show the increases and decreases as represented in the table presented below. The percentage increase and decrease is not compiled because the increases and decreases of the combined enrollment for each department is of more value for practical uses but the numerical changes in the sex enrollment presents a very interesting picture that may contain some revealing facts.

TABLE V

	Male Increases	Female Increases	Male Decreases	Female Decreases
College	19	.....	.....	6
Demonstration High School	9	.....	.....	32
Demonstration Elementary School	4	.....	.....	35
Extension Division:				
Collegiate grade	19	33	.....	.....
Noncollegiate grade	.....	.....	4	5
Summer Session:				
Collegiate grade	17	3	.....	.....
Noncollegiate grade	.....	.....	23	4
Short Courses	8	0	.....	0

Combining the total increases and decreases we find a total numerical increase in the enrollment of the school year 1936-37 as compared with the enrollment for 1937-38 of 96 or 2.9 per cent, which is practically a 3 per cent increase. The actual percentage increase for this biennium is 1.15 per cent better than the comparative increase of the two school years in the previous biennium.

This type of report does not permit any exhaustive analysis of the facts and figures presented. However, even though these facts and figures may speak for themselves in many instances, this office would like to call attention to one very interesting fact revealed in Table V. The reason we desire to call attention to this fact is because we believe that much of the planning, the curriculum construction and internal and external development of the school will have to take this fact into consideration. We call attention to the fact that in every department of the work offered here with the exception of the noncollegiate work in the summer session and the extension division, and this work is not encouraged as vigorously as the other departments of work, the enrollment of the men increased. These increases totalled 76 as over against a decrease of 27 in the above mentioned noncollegiate work. When we look at the women's enrollment in this same table we find just the reverse is true of them. They showed decreases in the enrollment registered in every department of work here except the work of collegiate grade in the extension division and the summer session. The women showed a total decrease of 82 students balanced by an increase of only 36 students in the two phases of work mentioned in the previous sentence.

GRADUATES (Earning Degrees)

	Summer 1936		*Winter* 1936-37		*Total* 1936-37	*Summer* 1937		*Winter* 1937-38		*Total* 1937-38
	M	F	M	F		M	F	M	F	
Agriculture	6	....	11	....	17	5	....	6	....	11
Education	....	2	....	6	8	....	6	....	4	10
Home Economics	....	4	....	6	10	....	7	....	3	10
Mechanic Arts	1	....	5	....	6	6	....	4	1	5
Music	....	1	....	....	1	....	1	....	1	2
Liberal Arts	6	19	16	19	60	11	17	23	33	33
TOTALS	13	26	32	31	102	22	31	33	42	128

GRADUATES (Not Earning Degrees)

Education	37	23	60	46	21	67
Liberal Arts Commercial)	1	2	3	1	....	1*
Nurse Training	1	1	2	....	....	**
TOTALS	39	26	65	47	21	68

* Discontinued two year commercial course beginning with the school year 1937-38.

** Extended to five years to meet requirements of State Department of Health. Cooperative agreement with Provident Memorial Hospital, Baltimore, Maryland.

NATIONAL YOUTH ADMINISTRATION SCHOLARSHIPS

During the biennium the National Youth Administration of Florida under the direction of Mr. J. A. Youngblood as the State Director offered during the school year 1936-37 financial aid under the provisions of this governmental agency to seventy-two college students and during the school year 1937-38 to seventy students. In 1935-36 twenty-eight boys and forty-four girls benefited from this assistance while in 1937-38 thirty boys and forty girls were helped. The administration participated in conjunction with local social workers and the state office in the selection of these students. It has been the task of the Registrar's Office to ascertain from time to time the scholastic performance of these students. These students have been engaged in worthwhile activities of a remunerative nature in all the divisions of the college.

The Registrar's Office, in cooperation with the Business Office, made reports at regular intervals to the state administration as required.

STUDIES

The growth of the college along with many of the complex and intricate problems that accompanied this growth has made the Florida A. & M. College the victim of that youthful malady known as "growing pains." These pains were not concerned alone with the housing problem, a very serious one that is partially being relieved by two dormitories under construction at the present time. These pains were more apparent and recognizable in the recurrence of curriculum problems, personnel difficulties and internal situations growing out of the interdependence that necessarily must be cultivated, nurtured and cooperatively fostered in an institution of this nature. The Registrar's Office has attempted to play its part in working towards partial solutions of some of our problems by interesting itself in making various studies. Some times these studies were made as the result of the personnel of this office recognizing something that needed some analysis and interpretation. At other times we have been requested by the President's Office to supply certain information for the use of that office in presenting true pictures of this institutions status. Then again, at regular intervals the United States Department of the Interior, the Association of American Colleges and Universities, the American Council on Education, the Association of Colleges and Secondary Schools in the Southern States and other organizations of either national, state or local significance will request certain authentic and definite information that this office assemblies and affords them. This practice has created a mass of information that is very revealing. More of the work should be done by this office particularly the interpre-

tative work on these studies but the limited personnel of this office does not permit of such extended activities in this field. Upon much of the work mentioned above the standing and accreditation of this institution depends, that is, so far as revealing the exact status of the institution in its many spheres of activity. It is because of the importance and value of this work that we consistently plead for additions to the personnel of this office so that the time and energies of those capable of making these studies can be released to do so and this office be held responsible for performing a better job in this particular.

GRADUATES

(a) School Attendance
(b) Graduate State Certificates
(c) Placement

a) One of the most encouraging observations this office has made in the past two years pertains to the increasing number of graduates of the institution who are seeking advance preparation through attendance at many of the recognized graduate schools of this country. Careful records have been kept for a limited period of the transcripts sent out to graduate schools for these students. During this time this office sent the records of twenty students to eight graduate schools. This has been typical for the past few years.

The sending of transcripts, an indication of school attendance, to graduate schools is just a part of the service this office has afforded students making transfers. Many transfers of undergraduates have been made. During one month of this past year, the month of June, this office sent out sixty-nine transcripts to two institutions alone and added to this number were thirty transcripts to schools out of the state. The first number indicated were transcripts sent to schools in the state.

b) The same type of work that is involved in the sending of transcripts is the concern of this office with the problem of sending out Graduate State Certificates. After each graduation period, with but one or two exceptions, the entire class makes application for a Graduate State Certificate. The tremendous amount of work involved in this operation requires the full time of one person for a period of quite some time following these graduation periods because they all do not apply for them at the same time. It has been suggested and may simplify matters to some extent for this office if the fee going to the State Department of Education for these certificates was collected along with other graduation expenses and all the transcripts made out at one and the same time. This has many other advantages other than relieving this office because in some instances

students have failed to make application for certificates for quite some time and in the meantime state requirements have changed impairing their possibilities of being certificated. It is always difficult to make these cases understand that the responsibility for this is an individual one.

We are finding an increasing number of students are making application for Georgia certificates. This work is in addition to the work involved in making out Florida certificates because in most cases they are not graduates. This is due to the fact that the Georgia certification system is different than the Florida system.

c) In conjunction and cooperation with the President's Office and the Deans' Offices an attempt is made to locate positions for the graduates of the school. We recognize that this is not handled as adequately and capably as it could be but under the circumstances we have a fairly good record of placements annually. A follow-up check is made each year of the graduates of each class to determine exactly where they are located. We try to determine whether they are engaged in the type of work that they prepared for and if not whether they desire to change employment the next year. All this is filed and kept posted as currently as we are able to do with the facilities at our command. In spite of the limitations of this service the Superintendents of the County Public School systems, the Principals of High and Elementary Schools and the students themselves are recognizing the value of this service and more and more are relying upon it for assistance. We might also add that although the greater portion of our time and energy is devoted to supplying information about teachers, we have also been able to establish contacts with business and industrial establishments with the result that we have been able to assist many of our commercial and industrial graduates obtain work in other fields.

No fee is charged for Placement service, nor is any charge made for issuing Graduate State Certificates. A small income is realized from the issuance of transcripts; however, the first transcript is always issued free.

MISCELLANEOUS

The Registrar's Office participates in the usual, manifold and accepted activities of this type of office in an accredited college. These functions involving such activities as the admission policy, registration, recording, personnel administration, schedule making, secondary school relations, activities with relationship to the publications of the institution, attendance at national, regional and state meetings of an educational nature and other activities generally associated with the Registrar's Office have been entered upon and per-

formed as best we could with the cooperation and aid of the other divisions, departments and agencies involved.

NEEDS

In spite of our awareness of the lack of funds to which our attention has been called by the administration, we cannot help but take advantage of this opportunity to call attention to some of the definite needs of this office. Our only observation with reference to the needs of this office is that they are urgent. We itemize them as follows:

1. Vault (fireproof)
2. Filing Cabinets (two)
3. Visible Student Directory (one)
4. Adding Machine (one)
5. Personnel (need two additional full time workers in this office.)

The accepted average for a Registrar's Office is one full time person for every two hundred students.

CONCLUSION

I wish to express my appreciation for the thoughtful suggestions and the kindly interest that the President of the College has always taken in the affairs of this office. These suggestions and interest have greatly aided me in the performance of my duties.

In every activity that has been mentioned in this report is included the constant and ceaseless cooperation of one individual who has been associated with the activities of this office even longer than the Registrar. I refer to the Recorder, Miss L. M. Fleming. It is not necessary to mention the fact that she has always given the most splendid and unfailing cooperation and for all of this we feel appreciative.

Mention should also be made of the assistance that has been afforded this office through the facilities of the National Youth Administration. For the past three years this office has had the assistance of three students annually and by some good fortune these students have always proved of inestimable worth.

Finally, we wish to pay our respects to all those individuals and offices with which and through which this office has to function. Without the contributions made by each and all of the individuals and agencies mentioned in this report, this office would not be able to make as encouraging a report as we have.

Respectfully submitted,

A. L. Kuo, *Registrar*

REPORT OF THE DIVISION OF MECHANIC ARTS

TALLAHASSEE, FLORIDA, July, 1938

President J. R. E. Lee
Florida A. & M. College

MY DEAR PRESIDENT LEE:

This report of the Division of Mechanic Arts for the biennium beginning July 1, 1936 and ending June 30, 1938 is an attempt to record the activities and outstanding points worthy of note. Estimated budget recommendations for the biennium beginning July 1, 1938 are also respectfully submitted herein.

We are deeply grateful for the encouragement accorded the work of this division, and we ask your most careful consideration for the needs and great task that lies ahead.

The Mechanic Arts staff is making strenuous efforts to train students adequately in their selected vocations and to equip them to do better the things they are likely to do anyway for a livelihood. Towards this end teachers in all departments are cooperating in curricula revision and in the search for better and more effective methods and techniques that make for greater efficiency throughout the division.

ENROLLMENT

Students given instruction during this period were distributed in the various departments as follows:

	1936-1937	1937-1938	Totals
Auto Mechanics	17	17	34
Carpentry	19	21	40
Electricity and Radio	41	49	90
Industrial Arts	140	23	163
Masonry	12	8	20
Painting	20	21	41
Plumbing	6	3	9
Printing	30	18	48
Tailoring	40	27	67
TOTALS	325	187	512

PLANT AND EQUIPMENT

The Mechanic Arts Building is in fair condition. A few minor repairs are needed which will make good instructional projects for classes in the building trades. The problem of inadequate shop space is growing more and more serious. The congested conditions under which many of the activities are carried on are not at all satisfactory nor in keeping with the type of training desirable.

The greatest handicap under which we work is the lack of adequate equipment to meet even minimum standards of the trades taught. Most of our tools and machines are worn and antiquated. Practically no replacements nor additions were made during the past biennium. Consequently, this problem is growing increasingly serious.

ACTIVITIES OF DEPARTMENTS

Automobile Mechanics

In addition to instructing classes in auto work this department repairs and services the school's automotive equipment. The activities are of significant utilitarian value to the college, and helpful experiences are afforded students through this work. The great problem in this shop is the lack of equipment. It is extremely serious. The value of the jobs performed on campus equipment was $2,214.07. Adequate equipment for significant teaching will greatly enhance the efficiency in this department.

Building Construction

In the building trades comprising carpentry, electric wiring, masonry, painting, and plumbing and heating creditable work has been done in repairing, remodeling, general maintenance, and servicing heating systems and other equipment in the college buildings. Especially do I want to being to your attention the work accomplished in the re-roofing of many of the major buildings. The availability of roof covering during the past twelve months has enabled us to save several important structures that were very rapidly deteriorating because of worn out roofs. Some of the outstanding jobs completed by these departments are as follows:

1. Re-roofed Science Hall, West Wing of Dining Hall, Library Annex, Front section of Dairy Barn, Gwynn Cottage, Men's Quarters and Duplex Apartments.
2. Painted externally Melvin Lodge, Gymnasium, Clark Hall, Tucker Hall, and general interior painting in all dormitories and Dining Hall.
3. Sealed leaks and painted roof at Administration Building.

4. Remodeled Laundry Building and installed more adequate equipment.
5. Remodeled Tucker Hall Dormitory, including new wiring for lighting system.
6. Remodeled creamery and boiler rooms at Dairy Barn.
7. Rebuilt foundation in Agricultural Building.
8. Installed new bath room facilities in Melvin Lodge.
9. Rebuilt foundation and made loft repair at the Horse Barn.
10. Constructed new boiler stacks at Teachers' Cottage, Tucker Hall, and Laundry.
11. Remodeled coal and boiler rooms at Tucker Hall.

These jobs and numerous other items in the maintenance and upkeep of the school plant have totaled a cost of $26,058.65. With an expenditure of this amount we have been able to keep the buildings only in fair condition. Much remains to be done to put and keep these structures and equipment in first class condition.

PRINTING

This department is lacking in equipment and space. It is under severe handicaps that all of the printing for the institution is produced in this shop. As stated in my report two years ago, it was necessary to have the stitching on our annual catalog done by outside shops, but now all stitching has to be done by outside shops. Students are receiving very good instruction, but the extent of this is limited because of conditions stated above. Value of the work done in this department for the biennium is $11,043.00 .

TAILORING

All of the uniforms worn by men students of the school are made in this department. The equipment is old and inadequate. It does not meet minimum standards for a training program. Consequently, we fail to get the desired efficiency in our instructional work as well as in production. In connection with tailoring there are many opportunities available for cleaners and pressers. The absence of equipment prohibits training in these phases of the work. In this we feel that we are losing a splendid opportunity to be of real service to many people in the state.

In addition to class instruction this department has done work valued at $4,755.45.

ARCHITECTURAL AND MECHANICAL DRAWING

During the past year students in drawing and woodwork designed

and constructed thirty individual tables which are used to replace the worn-out furniture in this department.

Eighty-eight students received instruction in drawing.

BUDGET RECOMMENDATIONS FOR BIENNIUM ENDING JUNE 30, 1938

Automobile Mechanics	$ 5,000.00
Carpentry	3,000.00
Drawing	500.00
Electrical and Radio	5,000.00
Masonry	1,500.00
Office	375.00
Painting	1,200.00
Plumbing	3,500.00
Printing	12,424.00
Tailoring	3,000.00
Steam Heating System for Mechanic Arts Building	1,800.00
Addition to Building	30,000.00
	$66,799.00

Respectfully submitted,

W. T. Reed, *Dean*

REPORT OF THE COMMANDANT

TALLAHASSEE, FLORIDA, August 8, 1938

Dr. J. R. E. Lee, President
Florida A. & M. College

DEAR DR. LEE:

In submitting the following report of the Men's Department, for the biennium, July 1, 1936 to June 30, 1938, it is rather encouraging to note the increase in the enrollment from year to year, in spite of the congested housing conditions. That is a clear indication that the work of the institution is standing the test, thereby giving it an outstanding reputation, not only in the state, but in other states. That can be noticed from the enrollment, which shows students from as distant points as Indiana, Ohio, New Hampshire, and Massachusetts.

The new dormitory for young men was very much needed. With this new building, there will be a considerable adjustment in the housing problem for the ensuing year.

During the term 1936-37, we housed the following number of persons who spent some time on the campus for instruction:

Young Men of the regular school term	407
Basketball tournament	117
Coaches	21
4-H Boys	134
Agents	6
Boy's club (New Farmers of Florida)	88
Instructors	14
Summer students	44
TOTAL	831

During the term 1937-38:

Young Men of the regular term	421
Basketball tournament	276
Coaches	30
Boy's club (New Farmers of Florida)	156
Instructors	13
4-H boys	162
Agents	5
Summer students	58
TOTAL	1,121

During the football and tennis season, the teams and coaches are housed also.

That more interest is being shown by the young men in the semi-military feature of the school, is very evident. The interest would be more marked, if it were possible to have the Department supplied with about 250 discarded military rifles, in order that manual of arms, and calisthenics with arms could be taught.

Respectfully submitted,

C. J. A. PADDYFOTE, *Commandant*

REPORT OF THE DIVISION OF EXTENSION

TALLAHASSEE, FLORIDA, September 7, 1938

Dr. J. R. E. Lee, President
Florida A. & M. College

DEAR DR. LEE:

It becomes my pleasure to submit this brief report of the Academic Extension Division for the biennium beginning July 1, 1936, and ending June 30, 1938.

GEOGRAPHICAL DISTRIBUTION

During the two years 1936-37, and 1937-38, the extension division rendered service to all sixty-seven counties in Florida. Each year, thirty-two classes were conveniently located so that they would be easily accessible to all counties in the State. In-service public school teachers take this work to improve themselves professionally, and at the same time, build up credits towards high school, normal and college graduation.

ENROLLMENT

The enrollment for the two years 1936-37 and 1937-38 may be presented as follows:

	1936-1937 Male	1936-1937 Female
College	56	628
High School	0	12
TOTAL	56	640

	1937-1938 Male	1937-1938 Female
College	41	732
High School	0	3
TOTAL	41	735

From the enrollment figures presented above, it is obvious that there is an increase of about 11 per cent in the second year of the past biennium over the first. This increase is encouraging and indicates that the Florida A. & M. College will render a larger service to the state at large through this division in the future than in the past.

Respectfully submitted,

G. T. WIGGINS, *Director*

REPORT OF THE DEAN OF WOMEN

TALLAHASSEE, FLORIDA, August 1, 1938

President J. R. E. Lee
Florida A. & M. College

MY DEAR PRESIDENT LEE:

The continued increase in our enrollment, both for the winter term and also the summer session, shows the growing interest in education and in the type of work which the institution offers for students and teachers in service to fit themselves for future usefulness.

We greatly appreciate the fact that the new dormitory mentioned in our last report is nearing completion. This will enable us to move the girls from the improvised rooms in Science Hall. It was our desire to give up Tucker Hall also but from present indications we may be compelled to use this building until the promised new dormitory, which we understand will soon be under construction, is completed.

The urgent need for better housing conditions for the young women taking Nurse Training is still unsolved. I wish to repeat my suggestion that as soon as we possibly can, all nurses be moved from the hospital and housed in one of the smaller dormitories under the supervision of a matron. More room is needed in the hospital for patients. As stated in my last report, it often happens that the ward reserved for our student girls has to be filled with outside patients. These additional rooms will be of much service in relieving this condition.

Not as many of our non-resident students lived in the city last term as in former years. The plan is to have all non-resident girls live in the dormitories for their comfort as well as for their training and general supervision.

New equipment and general re-arrangement in the laundry have enabled the institution to handle the work of the young women on the same basis as that for the young men. This arrangement has given employment to a number of young women who are helping themselves through school. We give employment to young women in the offices, dining rooms, dormitories, and the Practice School as well as the laundry. Aside from this, employment was given to a number through the aid of the NYA. There are more applications for work than we can supply.

The influence of the institution is quite noticeable on the three or four hundred 4-H Club girls as well as other groups who come to us during the term.

Our summer session continues its deep interest; its serious application to work; and a much keener sense of responsibility. A fine spirit of helpfulness is observed on the part of both students and teachers.

Respectfully submitted,

N. S. McGuinn, *Dean*

REPORT OF THE LIBRARIAN

TALLAHASSEE, FLORIDA, July 23, 1938

To the President of the College

SIR:

I respectfully submit the following report on the work and progress of the library for the biennium July 1, 1936, through June 30, 1938.

A total of 2,431 cataloged and numerous uncataloged items were added to the book collection during the biennium. The seating capacity of the library was increased by 60 to give a total of 156 by the opening of the Reserve Book Room in the building which formerly served as the President's residence. Funds for a large portion of the books added and for new furnishings were given by the General Education Board.

On October 26, 1936 the library was taken from the Division of Liberal Arts and Sciences and made an independent division of the College. In November 1936 the library was given the status of a partial depository for United States government documents by the Superintendent of Documents of the Government Printing Office. By this means valuable pamphlets, books and periodicals have come to the library free of charge.

Among the new practices put into effect during the biennium is that of keeping a statistical record of the library materials used by the faculty and students. These figures tend to show that our students use the library as much as the students of many colleges of the country; they also show, however, that the faculty and students should double their use of the library if our college expects to join the group of more progressive colleges in this respect. This information furnishes a challenge to both the library staff and the faculty.

Books were borrowed from the Library of Congress, and the libraries of the University of Florida and Stanford University to aid several members engaged in research work. Information was furnished to several school librarians and principals of the State, concerning the organization of libraries, the securing of books and library supplies. Assistance was given persons making surveys and studies of libraries and library service, among them were the survey made by the American Library Association Committee on Resources of Southern Libraries, the Survey of Florida Libraries by the Florida

Library Association, various WPA Projects, and several made by private individuals.

The members of the staff are members of the American Library Association. The Librarian attended a special meeting of the Florida Library Association at St. Petersburg in January 1937, and was appointed a member of the Association's membership committee; he attended also the annual conventions of the F. L. A. at Miami Beach in 1937, and at St. Petersburg in 1938. At the latter meeting he read a paper on library service for Negroes in Florida. One member of the staff received the degree in library science in 1938, so that the staff is now composed entirely of trained persons.

From March 1937 to June 1938 a total of 26,623 books were loaned from the Reserve Book Room, books reserved for assigned class reading. During the same period 30,841 books were loaned from the main building, of this number 14,509 were loaned for use outside the library.

In closing I wish to give thanks to the Board of Control, to the President of the College, the members of the faculty, and to members of the library staff for their support and cooperation in carrying on the work of the library.

Respectfully submitted,

JOSEPH H. REASON, *Librarian*

REPORT OF THE BUSINESS MANAGER

TALLAHASSEE, FLORIDA, October 6, 1938

President J. R. E. Lee
Florida A. & M. College

DEAR PRESIDENT LEE:

As Business Manager and Custodian of the property of the Florida Agricultural and Mechanical College, I have the honor to submit herewith the following report for the biennium, beginning July 1, 1936, ending June 30, 1938.

BUSINESS OFFICE

Our records indicate that during the past biennium this office has handled more than 8,000 individual accounts. These accounts comprise, of course, our regular school enrollment; summer school enrollment; extension enrollment; our demonstration school enrollment; faculty, and employees. The handling of these accounts is in addition to keeping a record of all the appropriated monies, federal monies, incidental collections, and custodian accounts.

To satisfactorily handle the above accounts it is very necessary that we have an additional person added to this department in order that we may operate more efficiently.

The present staff of employees has been able to do the necessary work by working overtime and nights in order to do the required work.

I am requesting that an additional, full-time employee be added to this department.

GENERAL MAINTENANCE

Whereas, we realize that there can be many improvements in the general upkeep of the physical properties of this institution, we do consider ourselves very fortunate in being able to have expended $37,500.00 during the past two years for the improvements of our old buildings. Some of the very old buildings were improved to the extent that they were made more livable and safer for the occupants.

There is, however, a very serious need for funds to maintain the property during the next biennium. Our plant has increased considerably, and to properly maintain this property, I am suggesting that

a sum of $37,500.00 be requested for the general repairs and upkeep for the next biennium which would enable us to maintain the frame structures and protect the brick structures of the institution.

GROUNDS

There was no appropriation during the past biennium for general campus improvements.

In order to make our campus more representative of what an educational institution's campus should be, there are certain gradings and laying of walks which should be done. I hope you will see fit to include in your request a sum of $25,000.00 for this type of improvement.

BOARDING DEPARTMENT

Our increased housing facilities provide approximately 60% additional housing accommodation for students—which accommodation, financed now by the P. W. A., has meant much to this institution.

Although there was no appropriation for the furnishing of the two new dormitories (one housing 219 persons, the other, 196) each of the rooms in these dormitories was furnished through funds set aside for a period of approximately one year from the revenue received from room rent from persons living in the older dormitories. These buildings, however, have not been fully equipped.

In addition to the expenditures which have already been made, it will be necessary to supplement the equipment only, in one building to the extent of $2,000.00 and in the other building, $1,500.00, to fully equip each of them.

The boarding department, of course, maintains itself; a certain portion of the revenue being placed aside for repairs, purchase of new equipment and replacements. Although we have not had any appreciable amount of new equipment, we have been able to operate. Although receiving only $15.00 per person each month for board, we have been able to take care of all obligations of this department.

LAUNDRY

The institution maintains a laundry—the equipment approximating $10,000.00 being purchased by fees collected by performing the laundry service of the students on a very small marginal basis. We should, however, add additional equipment in order to give proper instructions in this type of service and in general dry cleaning work.

I am therefore suggesting that $6,000.00 be requested for these improvements.

I am submitting the financial report of the Florida Agricultural and Mechanical College. This report covers:

I. The General Funds of the college, comprising the
   - State Appropriation
   - Federal Appropriation
   - Incidental Collections
   - Hospital Collections

II. The Custodian Accounts:
   - Those accounts which represent collections from students for services rendered at a minimum cost.

BALANCE SHEET AS OF JUNE 30, 1938

ASSETS

CURRENT FUND

General:			
Cash:			
Checking Account		$ 48,372.48	
Savings Account		3,161.21	
Petty Cash Account		3,000.00	$ 57,233.69
Accounts Receivable			14,984.76
Inventory:			
Supplies			4,212.00
Loan Fund:			
Cash		$ 11.82	
Notes Receivable:			
Gilmore Loan Fund	$ 96.10		1
Alumni Loan Fund	118.00	214.10	226.32

INVESTMENT IN PLANT

Educational Plant:			
Land	$ 46,810.00		
Buildings	973,000.00		
Improvement to Buildings	35,615.96		
Equipment	163,737.00		
Total Educational Plant			1,217,202.96
Auxiliary Enterprise Plant			1,290.19
Total Assets			$1,299,190.12

LIABILITIES

CURRENT FUND

General:	
Accounts Payable	$ 43,781.20

CURRENT SURPLUS

Reserve for Equipment	$ 10,100.00	
Other Reserves	3,161.21	
Working Capital	20,493.11	34,332.32
Loan Fund:		
Loan Fund Principal		226.32

INVESTMENT IN PLANT

Bonds Payable	$284,000.00	
Appropriations	933,202.96	1,217,202.96
Notes Payable		3,424.72
Total Liabilities		$1,299,190.12

STATEMENT OF INCOME AND EXPENDITURES
JULY 1, 1936 TO JUNE 30, 1938

INCOME

STATE AND FEDERAL APPROPRIATIONS

State Appropriation	$ 299,430.00	
Federal Appropriation (Morrill)	10,219.59	
Federal Appropriation (Bankhead-Jones)	28,977.58	
Incidental Receipts	20,437.09	
Hospital Receipts	17,531.16	
For Buildings Receipts	1,416.47	
Total		$418,141.89

CUSTODIAN FUNDS

Boarding Department	$ 241,482.90	
College Bookstore	41,780.37	
Truck Fund	1,109.18	
Athletic Association	26,423.90	
Entertainment	40,247.61	
Uniform	2,420.42	
Diploma	1,277.58	
Practice School	9,172.57	
Extension Division	15,024.80	
Total		387,139.33
Total Income		$805,681.22

EXPENDITURES

Liberal Arts and Science Division	$ 124,938.11	
Agricultural Division	54,626.28	
Mechanic Arts Division	91,660.87	
Home Economics Division	19,107.23	
Administrative Department	93,319.93	
College Hospital	28,819.14	
Boarding Department	226,407.74	
College Bookstore	39,690.67	
Truck Fund	823.49	
Athletic Association	21,837.54	
Entertainment	33,086.10	
Uniform	2,483.93	
Diploma	3,049.91	
Practice School	6,846.47	
Extension Division	12,219.04	
Total Expenditures		767,308.14
Balance on Hand June 30, 1938		$ 38,372.48

EXPENDITURES FROM STATE APPROPRIATED FUNDS
JULY 1, 1936 TO JUNE 30, 1938

LIBERAL ARTS AND SCIENCE DIVISION

Salaries, Necessary and Regular Expenses	1936-37	1937-38	Total
Salaries			
Salaries	$ 53,641.41	$ 38,062.91	$ 72,708.32
Bankhead-Jones	1,600.00	3,740.00	5,340.00
Morrill	17,802.50	15,280.00	33,082.50
Total Salaries	$ 53,047.91	$ 58,082.91	$111,130.82
Necessary and Regular Expense			
Supplies and Equipment	$ 2,314.48	$ 2,991.26	$ 5,305.74
Library	3,825.00	4,190.00	8,015.00
Student Labor	69.10	105.00	174.10
Other Purposes	180.80	131.21	312.01
Total Necessary and Reg. Expense	$ 6,389.38	$ 7,417.51	$ 13,807.29
Total Expenditures	$ 59,437.69	$ 65,500.42	$124,938.11

AGRICULTURAL DIVISION

Salaries, Necessary and Regular Expenses	1936-37	1937-38	Total
Salaries			
Salaries	$ 12,018.13	$ 11,249.86	$ 23,267.99
Bankhead-Jones	466.66	1,689.98	2,156.64
Morrill	2,320.00	840.00	3,160.00
Total Salaries	$ 14,804.79	$ 13,779.84	$ 28,583.63
Necessary and Regular Expense			
Supplies and Equipment	$ 2,288.83	$ 2,724.37	$ 5,013.20
Food and Grain	4,957.72	4,623.44	9,581.16
Student Labor	2,220.33	1,791.25	4,011.58
Outside Labor	3,650.46	3,189.35	6,839.81
Other Purposes	161.89	435.01	596.90
Total Necessary and Reg. Expense	$ 13,279.23	$ 12,763.42	$ 26,042.65
Total Expenditures	$ 28,084.02	$ 26,543.26	$ 54,626.28

MECHANIC ARTS DIVISION

Salaries, Necessary and Regular Expenses	1936-37	1937-38	Total
Salaries			
Salaries	$ 18,943.33	$ 12,402.04	$ 31,345.37
Bankhead-Jones	2,189.14	3,845.00	6,034.14
Morrill	875.00	4,535.00	5,410.00
Special Necessary Repairs, etc.	0.00	4,436.32	4,436.32
Total Salaries	$ 22,007.47	$ 25,218.36	$ 47,225.83
Necessary and Regular Expense			
Supplies and Equipment	$ 9,833.85	$ 18,812.26	$ 28,646.11
Student Labor	2,454.48	4,035.72	6,490.20
Outside Labor	2,998.84	5,678.44	8,677.28
Other Purposes	245.56	375.89	621.45
Total Necessary and Reg. Expense	$ 15,532.73	$ 28,902.31	$ 44,435.04
Total Expenditures	$ 37,540.20	$ 54,120.67	$ 91,660.87

HOME ECONOMICS DIVISION

Salaries, Necessary and Regular Expenses	1936-37	1937-38	Total
Salaries			
Salaries	$ 3,769.00	$ 6,179.00	$ 9,948.00
Bankhead-Jones	375.00	1,090.00	1,465.00
Morrill	3,862.50	2,950.00	6,812.50
Total Salaries	$ 8,006.50	$ 10,219.00	$ 18,225.50
Necessary and Regular Expense			
Supplies and Equipment	$ 898.85	$ 369.26	$ 1,268.11
Other Purposes	13.31	.36	13.67
Total Necessary and Reg. Expense	$ 912.16	$ 369.62	$ 1,281.78
Total Expenditures	$ 8,918.66	$ 10,588.62	$ 19,507.28

ADMINISTRATIVE DEPARTMENT

Salaries, Necessary and Regular Expenses	1936-37	1937-38	Total
Salaries	$ 28,400.94	$ 28,818.50	$ 58,219.44
Necessary and Regular Expense			
Supplies and Equipment	$ 2,814.36	$ 2,466.41	$ 5,280.77
Utilities	2,801.21	4,522.96	7,324.17
Coal	2,438.89	3,838.69	6,277.58
Outside Labor	2,594.08	1,699.58	4,293.66
Student Labor	1,042.83	1,754.00	2,796.83
Stamps	450.00	610.75	1,060.75
Traveling Expenses	393.74	384.43	778.17
Other Purposes	3,637.56	5,610.98	9,248.54
Total Necessary and Reg. Expense	$ 16,172.69	$ 20,887.80	$ 37,060.49
Total Expenditures	$ 44,573.63	$ 49,746.30	$ 95,319.93

COLLEGE HOSPITAL

Salaries, Necessary and Regular Expenses	1936-37	1937-38	Total
Salaries	$ 5,688.19	$ 5,695.88	$ 11,382.07
Necessary and Regular Expense			
Supplies and Equipment	$ 2,873.00	$ 4,350.09	$ 7,223.09
Groceries	3,404.59	2,794.12	6,198.71
Utilities	1,175.15	21.68	1,196.83
Coal	615.06	0.00	615.06
Laundry	0.00	792.23	792.23
Student Labor	89.15	0.00	89.15
Outside Labor	531.08	598.00	1,129.08
Other Purposes	182.99	10.00	192.99
Total Necessary and Reg. Expenses	$ 8,871.02	$ 8,566.12	$ 17,437.14
Total Expenditures	$ 14,559.21	$ 14,260.00	$ 28,819.14

BOARDING DEPARTMENT INCOME AND EXPENDITURES FOR 1936-37 AND 1937-38

	1936-1937	1937-1938	Total
Balance on Hand July 1, 1936 & 1937	$ 12,012.93	$ 12,331.03	

INCOME

RECEIPTS

Board (Students and Teachers)	$ 94,133.88	$ 81,162.75	$175,296.63
Room Rent (Students and Teachers)	16,088.45	25,131.43	41,220.88
Laundry	0.00	6,197.42	6,197.42
Miscellaneous	1,314.79	5,400.83	6,715.62
Total Receipts	$111,537.32	$117,892.43	$229,429.95
Total Funds	$123,190.27	$130,227.46	

EXPENDITURES

General Groceries	$ 22,985.70	$ 19,912.03	$ 42,931.73
Meats, Eggs and Fish	37,217.14	32,337.21	69,554.79
Milk and Cheese	999.81	6,326.97	7,326.78
Vegetables and Fruit	4,123.41	7,947.96	12,071.37
Fuel	304.76	366.55	671.31
Water, Gas and Electricity	5,607.18	7,422.56	13,029.74
Laundry	0.00	371.62	371.62
Ice	1,159.50	1,040.20	2,199.70
Repairs and Upkeep	543.68	704.41	1,248.09
Supplies	120.79	4,993.65	5,114.35
Equipment	0.00	2,240.35	2,240.35
Supervision and Labor	16,404.97	11,418.67	27,823.64
Reserve for Dormitory Furnishing	0.00	11,100.00	10,100.00
Other Purposes	21,789.99	9,530.28	31,320.27
Total Expenditures	$111,215.25	$115,152.49	$226,407.74
Balance on Hand June 30, 1937 and 1938	$ 12,333.03	$ 11,071.16	

COLLEGE BOOKSTORE INCOME AND EXPENDITURES JULY 1, 1936 TO JUNE 30, 1938

Balance on Hand July 1, 1936		$ 3,644.43

INCOME

RECEIPTS

Sales		$ 42,135.94
Total		$ 45,780.37

EXPENDITURES

DISBURSEMENTS

Supplies	$ 14,083.18	
Freight	205.12	
Books	14,989.48	
Equipment	67.50	
Salaries	3,724.99	
Express	395.03	
Student Labor	463.47	
Laundry	44.30	
Repairs	76.16	
Telephone	244.81	
Hired Labor	816.45	
Water, Gas and Electricity	3,201.35	
Fuel	69.60	
Other Purposes	3,219.01	
Total Disbursements		$ 39,680.67
Balance on Hand June 30, 1938		$ 6,099.70

TRUCK FUND INCOME AND EXPENDITURES JULY 1, 1936 TO JUNE 30, 1938

Balance on Hand July 1, 1936		$ 141.65

INCOME

RECEIPTS

Drayage		$ 967.33
Total		$ 1,109.18

EXPENDITURES

DISBURSEMENTS

Supplies	$ 447.15	
Repairs	105.23	
Labor	271.11	
Total Disbursements		$ 823.49
Balance on Hand June 30, 1938		$ 285.69

ATHLETIC ASSOCIATION INCOME AND EXPENDITURES JULY 1, 1936 TO JUNE 30, 1938

Balance on Hand July 1, 1936		$ 1,320.25

INCOME

RECEIPTS

Fees, Gate Receipts and Guarantees		$ 25,103.65
Total		$ 26,423.90

EXPENDITURES

DISBURSEMENTS

Supplies	$ 3,478.68	
Athletic Equipment	2,044.39	
Labor	574.01	
Repairs	14.20	
Transportation and Maintenance	9,097.81	
Guarantees and Contracts	2,766.00	
Permanent Equipment	4,227.74	
Officials	555.04	
Publicity	271.02	
Rentals	231.14	
Freight and Express	11.85	
Other Purposes	2,661.47	
Total Disbursements		$ 21,837.54
Balance on Hand June 30, 1938		$ 586.36

ENTERTAINMENT INCOME AND EXPENDITURES
JULY 1, 1936 TO JUNE 30, 1938

Balance on Hand July 1, 1936		$ 5,934.17

INCOME

RECEIPTS		
Concerts and Fees	$ 5,800.00	
Other Sources	28,513.44	$ 34,313.44
Total		$ 40,247.61

EXPENDITURES

DISBURSEMENTS		
Supplies	$ 6,014.76	
Contracts	8,018.83	
Transportation and Maintenance	725.40	
Services	874.22	
Express	332.57	
Publicity	408.99	
Lectures	1,019.19	
Equipment	5,454.63	
Postage	148.88	
Labor	3,412.98	
Other Purposes	6,454.63	
Total Disbursements		$ 33,086.10
Balance on Hand June 30, 1938		$ 7,161.51

UNIFORM INCOME AND EXPENDITURES
JULY 1, 1936 TO JUNE 30, 1938

Balance on Hand July 1, 1936		$ 32.96

INCOME

RECEIPTS		
Uniforms		$ 2,187.46
Total		$ 2,420.42

EXPENDITURES

DISBURSEMENTS		
Material	$ 1,772.94	
Salaries	380.84	
Supplies	85.19	
Express	4.94	
Student Help	147.40	
Other Purposes	96.22	
Total Disbursements		$ 2,485.93
Balance on Hand June 30, 1938		$ 134.49

DIPLOMA INCOME AND EXPENDITURES
JULY 1, 1936 TO JUNE 30, 1938

Balance on Hand July 1, 1936		$ 147.60
INCOME		
RECEIPTS		
Fees and Other Sources		$ 4,729.98
Total Receipts		$ 4,877.58
EXPENDITURES		
DISBURSEMENTS		
Diplomas and Certificates	$ 1,016.97	
Supplies	776.10	
Lectures	340.00	
Publicity	412.10	
Transportation and Maintenance	171.34	
Telegrams	108.44	
Other Purposes	2,184.40	
Total Disbursements		$ 4,649.95
Balance on Hand June 30, 1938		$ 227.63

PRACTICE SCHOOL INCOME AND EXPENDITURES
JULY 1, 1936 TO JUNE 30, 1938

Balance on Hand July 1, 1936		$ 356.29
INCOME		
RECEIPTS		
Tuition	$ 1,109.15	
Other Sources	7,707.13	$ 8,816.28
Total		$ 9,172.57
EXPENDITURES		
DISBURSEMENTS		
Supplies	$ 1,726.49	
Equipment	107.10	
Salaries	3,661.76	
Telephone	118.08	
Transportation	240.92	
Freight	7.16	
Other Purposes	969.16	
Total Disbursements		$ 6,846.47
Balance on Hand June 30, 1938		$ 2,326.10

EXTENSION DIVISION INCOME AND EXPENDITURES
JULY 1, 1936 TO JUNE 30, 1938

Balance on Hand July 1, 1936		$ 1,422.20

INCOME

RECEIPTS

Registration and Incidental Fees	$ 13,382.40	
Other Sources	20.00	$ 13,402.40
Total		$ 15,024.60

EXPENDITURES

DISBURSEMENTS

Transportation and Maintenance	$ 9,919.80	
Supplies	193.45	
Labor	104.00	
Books	442.23	
Advertising	52.30	
Salaries	767.00	
Other Purposes	740.06	
Total Disbursements		$ 12,219.04
Balance on Hand June 30, 1938		$ 2,805.76

Respectfully yours,

J. R. E. Lee Jr.,

Business Manager

REPORT OF THE DIVISION OF EDUCATION

TALLAHASSEE, FLORIDA, July, 1938

President J. R. E. Lee
Florida A. & M. College

MY DEAR PRESIDENT LEE:

The Division of Education acknowledges with gratitude the consideration which has been given for the biennium 1936-1938.

The enrollment in the Division of Education for 1937-1938 follows:

Four-year Elementary	43
Two-year Elementary	203
Demonstration High School	124
Elementary Training School	146
Total	516

A recent survey disclosed the fact that 80 per cent of the graduates of our institution enter the rural districts to teach. We wish to make provision for all students to receive some training in rural school management in order that they may be properly qualified to serve the needs of Florida's educational system.

RECOMMENDATIONS

That we have the use of at least three rural centers for training teachers.

That definite provision for transportation to these centers be provided.

That these rural centers be under the direct supervision of the institution.

Our college students must receive some training in our high school. We feel that a more attractive and comfortable building is necessary for laboratory work, and recommend that this building be remodeled.

Respectfully submitted,

M. M. SYKES, *Acting Dean*